User's Manual

Version 1.0 - October 2009

INSIO

Studio Ingest Software

EVS

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IMPROVEMENT REQUESTS

Your comments will help us improve the quality of the user documentation. Do not hesitate to send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.tv.

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About this Manual

This manual is intended to cover all aspects of INSIO. It should be seen as a reference guide that provides a detailed description on the various functions of INSIO, as well as procedural information on how to work with the INSIO system. It does not cover the Production Notes module, which is part of another user manual.

1. Introduction

INSIO is a software application created for multi-camera studio productions.

INSIO is specifically engineered for studios that are transitioning to, or using, file based production workflows. It has been developed with an easy-to-use interface, specially designed for fast turnaround of studio production and integration with postproduction workflows.

INSIO is easily integrated into production workflows for programs like soap series, dramas, game/quiz shows, debates and other multi camera studio production, with or without audiences.

In combination with EVS production servers, INSIO enables

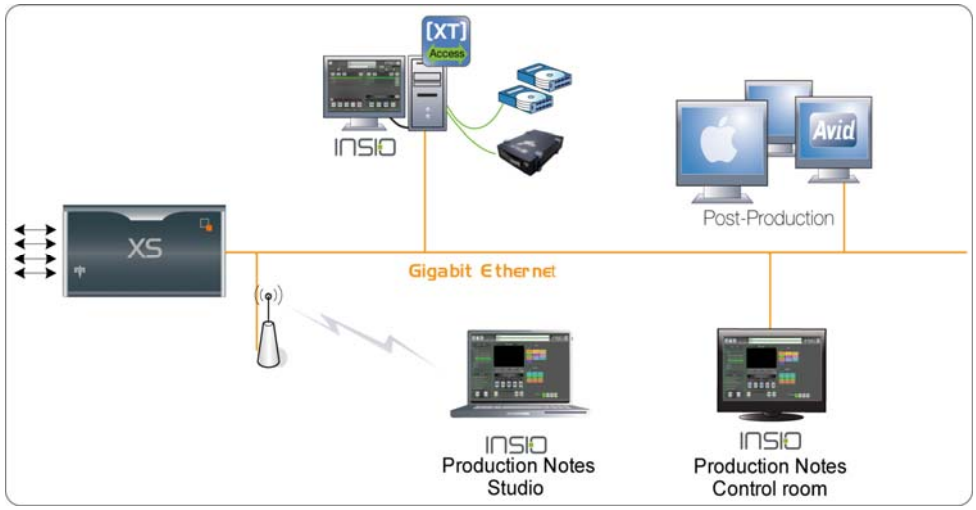
- the recording of takes from several camera angles at a time,
- the instant review of recorded takes,
- the editing of takes with the possibility of modifying the start and stop times thanks to the EVS servers' loop recording process,
- the possibility to choose the camera angles you want to keep and transfer,
- the manual or automatic transfer of recorded takes to pre-defined destinations such as local drives, fixed, removable or shared drives, EVS archiving/storage solutions,
- the streaming of the recorded media, through the Gigabit Ethernet connection, to post-production tools, such as EVS CleanEdit Suite, Apple Final Cut Pro, Avid Media Composer for instant non-linear editing.

In addition, INSIO is available for use with standard keyboard, mouse and screen, but also with touch-screen interface, including virtual keyboard. Refer to the touch screen manual for complete information.

An additional module, dedicated to Production Notes, enables the logging of comments directly associated with the recorded scenes. This module is described in a separate document.

1.1 TYPICAL WORKFLOW

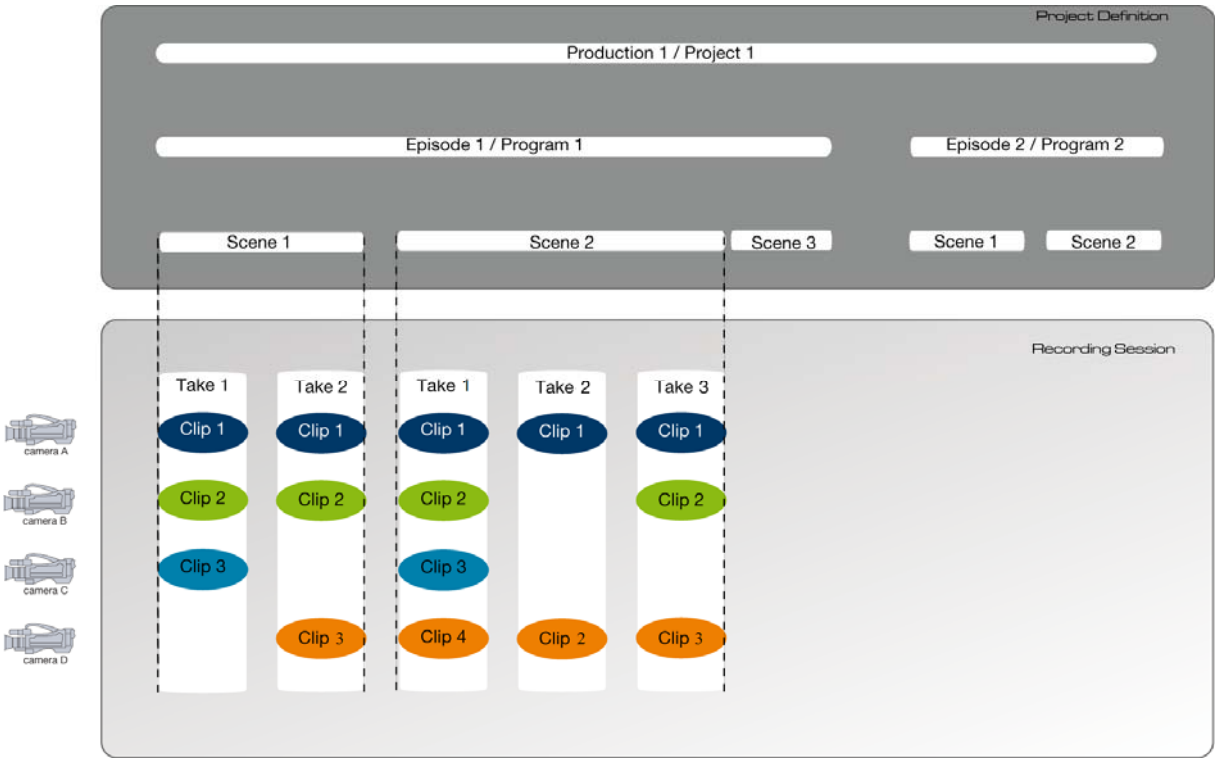
A typical workflow involving INSIO can look like the one below.



1.2 PROJECT STRUCTURE

Within INSIO, a project, or production, is made up of a series of episodes, or programs, themselves composed of several scenes. The project must be created before the beginning of the first recording session. This is detailed in section 4 ‘Defining Project, Episodes and Scenes’ on page 30.

During the recording session, cameras will record one or several takes within a scene. Each camera makes a clip. In this manual, the term ‘clip’ is used to designate a take recorded by a camera. As many cameras record the same take at the same time, a take will contain as many recorded clips as there are active cameras. They can be called ‘linked clips’. Refer to section 5 ‘Recording and Reviewing Media’ on page 42.


Project Definition
Production 1 / Project 1
Episode 1 / Program 1
Episode 2 / Program 2
Scene 1
Scene 2
Scene 3
Scene 1
Scene 2
Recording Session
Take 1
Take 2
Take 1
Take 2
Take 3
Clip 1
Clip 1
Clip 1
Clip 1
Clip 1
Clip 2
Clip 2
Clip 2
Clip 2
Clip 3
Clip 3
Clip 3
Clip 3
Clip 4
Clip 2
Clip 3
camera A
camera B
camera C
camera D

2. Start Up

Click on the INSIO Launcher button

to start the application. This will launch all the modules set as active in the Launcher Setup, check their status, and return a message in case one application does not launch correctly.

This can be viewed on the displayed INSIO Launcher window:

For more information about the Launcher Setup, please refer to the Technical Reference manual.

The Projects/Productions window will open when INSIO is started. From this window, you can manage projects or access the System Setup configuration windows or the Project Setup configuration window specific to each project.

All these functionalities are described in the different chapters of this manual.

3. Setup

Before the beginning of a project, user and system configurations must be set through the Setup windows.

Setup parameters can be defined at three different levels:

- System level: to define or modify INSIO settings
- Project level: to define settings specific to a project
- Episode level: to define settings specific to an episode.

Refer to sections 4.2 'Project Management' on page 30 and 4.3 'Episodes Management' on page 34 for more details on project specific and episode specific setup windows.

3.1 USER INTERFACE

3.1.1 OPENING THE SETUP WINDOWS

The System Setup button is available in the upper left corner of the Project / Production window.

It gives access to all the Setup windows.

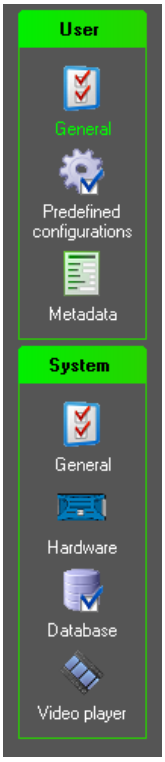
The Project Setup button is available at the left of the project name in the list of projects displayed in the Projects / Productions window.

It gives access to some of the Setup windows, to define settings specific to the corresponding project. These windows correspond to the User General window and the User Predefined Configurations window of the System Setup.

The Episode Setup button is available at the left of the episode name in the list of episodes displayed in the Programs / Episodes window.

It gives access to some of the Setup windows, to define settings specific to the corresponding episode. These windows correspond to the User General window and the User Predefined Configurations window of the System Setup.

3.1.2 OVERVIEW OF THE SETUP WINDOWS



When you press the **System Setup** button, the first Setup window, out of seven, is displayed. The other Setup windows can be accessed selecting an option on the left pane of the window.

The following table briefly explains the windows which can be accessed by clicking the corresponding button:

Button	Description of the Corresponding Window
User - General	Allows the selection of the active mode, i.e. the windows which will be displayed on the interface, to define whether streams or clips will be recorded, or whether the Review only mode will be enabled.
User - Predefined Configurations	Allows the user to define pre-defined configurations: • recording: selecting recorder channels available from each EVS server present on the network; giving a camera name to each recorder; • reviewing: selecting playback channels; • transferring: defining transfer destinations and selecting file format for transferred files.
User - Metadata	Allows the user to define metadata columns for additional information.
System - General	Allows the user to define general system functions relative to • timecode fields position and jog wheel default option in the Review window, • the use of guardbands for the recorded clips,

Button	Description of the Corresponding Window
	• the use of touch screen • alarm triggers and messages.
System - Hardware	Allows the user to define EVS servers configuration and XTAccess configuration.
System - Database	Allows the connection to the database
System - Video Player	Allows the user to select a Software Player.

Refer to sections 3.2 ‘User Settings’ on page 7 and 3.3 ‘System settings’ on page 23 for a detailed description of the different windows.

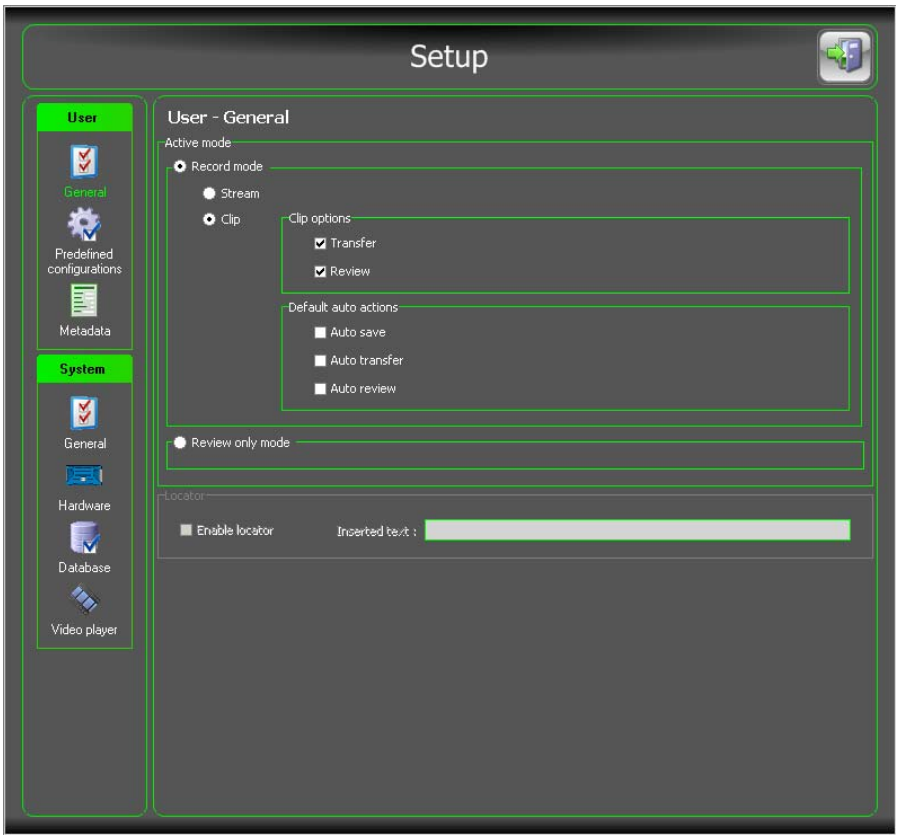
At any time, the Setup window can be exited by clicking the **Exit** button .

3.2 USER SETTINGS

3.2.1 USER GENERAL SETTINGS

The User General Settings window is available when you press the **User General Settings** button on the left pane...

This window allows you to define the active mode which will be used during the session. No user rights are used within INSIO. However, different user frameworks can be defined through the Setup options: clip record and review, review only, streaming,...



SELECTION OF THE ACTIVE MODE

Record Mode – Stream

This option allows you to stream to another destination without creating and saving clips on the EVS server. Selecting this option will result in a limited view and limited available buttons in the Record window.

Record Mode – Clip

This option allows you to record clips on the EVS server.

Clip Options

Option	Description
Transfer	Enables the transfer of a clip from the Record/Review window or Clip-List tabs.
Review	Activates the display of the Review tab in the Record/Review window. Enables the review of a clip in the Review window.

Default Auto Actions

Option	Description
Auto Save	Activates the Auto Save mode in the Record/Review window.
Auto Transfer	Activates the Auto Transfer mode in the Record/Review window.
Auto Review	Activates the Auto Review mode in the Record/Review window.

Review Only Mode

Only allows the review of clips. Clip recording and clip transfer are not allowed.

The usual Record/Review window will display the left Clip List tab and the Review tab.

LOCATOR

Enables the **Locator** button, i.e. displays it on the Record window. It is used to insert flags, for example in case of successive repetitions of the same sentence within an ongoing take. This function is available when the Production Notes module is present.

3.2.2 PREDEFINED CONFIGURATIONS SETTINGS

This window is available when you press the **User Predefined Configurations Settings** button on the left pane.

It allows you to define pre-defined configurations, i.e. selecting the EVS server recorder channels to be used for recording, the playback channels to be used for review, and the destinations to be used to transfer clips.

Four tabs are available from this window:

- General
- Format, Name and Destination
- Record Setup
- Review Setup

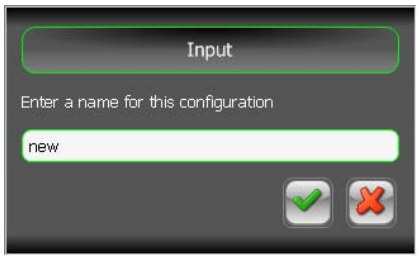
CONFIGURATIONS MANAGEMENT

How to Add a New Configuration

To add a new configuration, proceed as follows:

1. Press the button next to the **Configuration** field:

A dialog box is displayed asking for a configuration name.



2. Enter a name and press or **Enter**.

The new configuration name is displayed in the **Name** field of the General tab.

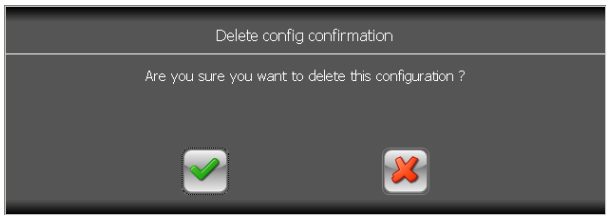
How to Delete an Existing Configuration

To delete an existing configuration, proceed as follows:

1. Select a configuration in the **Configuration** field:

2. Press the button next to the **Configuration** field

A dialog box is displayed asking for confirmation of deletion.



3. Press to validate the deletion or to cancel the operation.

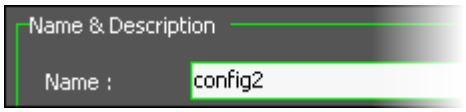
If validated, the configuration name disappears from the list.

How to Rename an Existing Configuration

To rename an existing configuration, proceed as follows:

1. Select a configuration from the **Configuration** field:

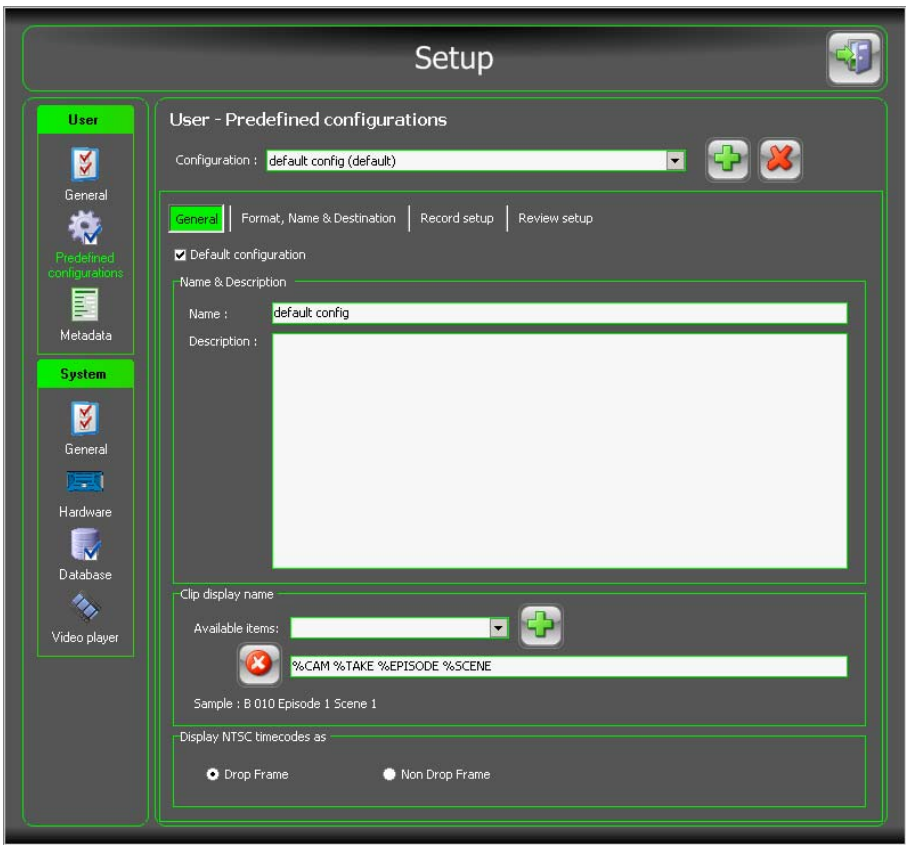
2. In the **Name** field of the Name & Description pane in the General tab, enter the new name.



The configuration name is automatically updated in the **Configuration** Field.

GENERAL TAB

From this area, you can set the default configuration and define the clip name format.



Default Configuration

When selected, the system considers the selected configuration as the default configuration.

Note

The default configuration can only be modified from the System Setup Window, not from the Project or Episode Setup windows.

Name and Description

Those fields display the name of the selected configuration. They allow you to change the name of the selected configuration and entering a description.

Clip Display Name

The clip name format is user-defined and can be modified as described in section 'How to Modify the Default Filename Format String' on page 12.

The user can reset the default filename by clicking the RESET button .

How to Modify the Default Filename Format String

To modify this default name format string, proceed as follows:

1. To add an information type specified in the Available Items list, select the item in the drop-down list and click the Add button to add the selected item at the end of the Filename string.

Available Items	Meaning
%CLIP_LOUTH_ID	Clip Louth ID on the Server
%PROJECT	Project Name
%EPISODE	Episode Name
%SCENE	Scene Name
%TAKE	Take Number
%CHANNEL	Recorder Channel
%CHANNEL_NAME	Recorder Channel Name
%TCIN	Timecode IN
%TCOUT	Timecode OUT
%DEST_NAME1	Transfer Destination Path Name 1
%DEST_NAME2	Filename Destination Path Name 2

2. In the Filename field, delete the part of the string you do not want to keep in the filename, if any.

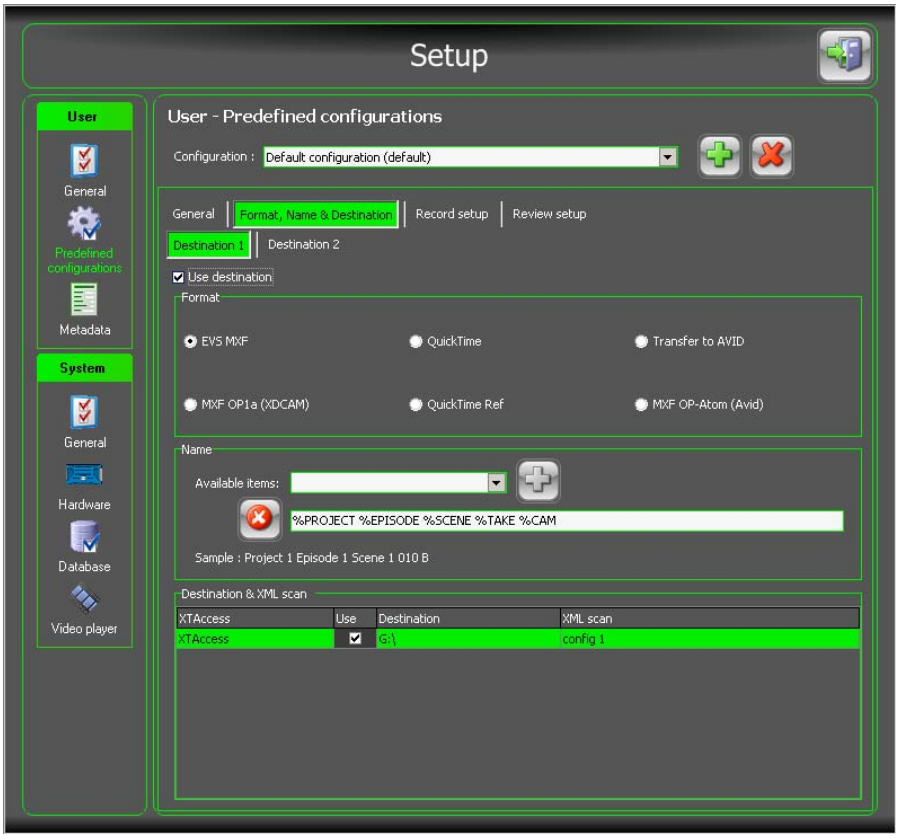
3. To add a generic text in the Filename string, type the text in the field.

Timecode Display

This setting allows you to display NTSC timecode as Drop Frame or Non Drop Frame.

FORMAT, NAME AND DESTINATION TAB

From this area, you can select the destination paths used to transfer clips and define the file format for transferred clips. Two identical tabs, Destination 1 and Destination 2, exist as two transfer destination paths can be selected.



Use Destination

When the Use Destination checkbox is selected, the destination defined in this tab will be used as transfer destination. Both destination paths can be selected at the same time.

Format

This setting makes it possible to choose the default file format in which the transferred file will be generated.

The following formats are available:

- EVS MXF
- MXF OP1a
- Quick Time Movie

- Quick Time Reference
- Avid TM
- Avid MXF OPAtom

Name

The name of the transferred files is user-defined and can be modified as described in section 'How to Modify the Default Filename Format String' on page 12.

The user can reset the default filename by clicking the RESET button .

Available Items for the filename of transferred files are listed in the following table:

Available Items	Meaning
%CLIP_LOUTH_ID	Clip Louth ID on the Server
%PROJECT	Project Name
%EPISODE	Episode Name
%SCENE	Scene Name
%TAKE	Take Number
%CHANNEL	Channel
%CHANNEL_NAME	Channel Name
%TCIN	Timecode IN
%TCOUT	Timecode OUT
%K1	Keyword 1
%K2	Keyword 2
%K3	Keyword 3
%K4	Keyword 4
%K5	Keyword 5
%RATING	Rating 0, 1, 2 or 3
%VARID	Var ID
%CDATE	Creation Date
%CMONTH	Creation Month
%CDAY	Creation Day

%CYEAR	Creation Year
%IDMAT	ID material of the clip
%BDATE	Backup Date
%BMONTH	Backup Month
%BYEAR	Backup Year
%BDAY	Backup Day
%VCODEC	Video Codec
%CAM	Camera ID (from XTAccess)
%CAMLBL	Camera Label (from XTAccess)
%CNB	Clip Number
%NAME	Clip Name (from XTAccess)
%UMID	UmID of the clip
%XTIP	XT or XS Server GigE IP address
%XTNAME	XT or XS Server Name

Destination Path & XML Scan

This setting allows you to select the destination path to transfer the files to.

XTAccess

This column lists all the XTAccess available.

The XTAccess, or the list of XTAccess, must have been defined in Setup > System > Hardware > XTAccess. Refer to section 'XTAccess' on page 26.

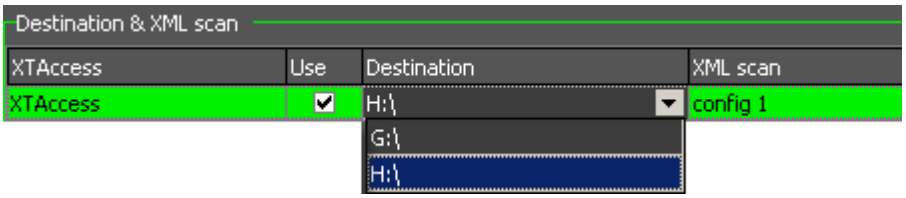
Choose one XTAccess, which will be used to transfer files, by selecting the checkbox in the Use column.

Destination path

This option allows the selection of one destination folder which will be used to transfer the files to.

The list of destination paths must have been defined in Setup > System > Hardware > XTAccess.

When several destination paths have been defined, one of them can be chosen by selecting the destination path field and then viewing the list with the drop-down arrow which will appear.



XML Scan

XTAccess is triggered by INSIO via XML files. It scans pre-defined folders to check for new XML jobs to process. XTAccess automatically creates the scan folder `C:\XTAccess_XML\` during XTAccess installation process.

XML scan folders are defined in **Setup** > **System** > **Hardware** > **XTAccess**.

RECORD SETUP TAB

This setting allows the selection of recorder channels from the EVS servers present on the network and configured through **Setup** > **System** > **Hardware** > **Video Server**. Refer to section 'Video Server' on page 25.

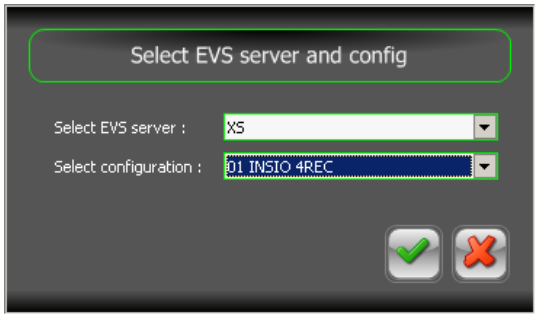
It allows you to give a camera name to each recorder.

How to Select EVS Server Recorder Channels

To be able to select recorder channels from EVS server, proceed as follows:

1. Press the EVS Server button.

   A dialog box opens:



2. Select an EVS server from the drop-down list as well as a configuration.

   Note

   Configuration corresponds to the configuration defined in the Setup > System > Hardware > Video Server tab.

3. Press or Enter.

   The recorder channels, representing cameras, are displayed in the list.

How to Rename Recorder Channels with Camera Names

You may rename the recorder channels with the camera names as you want them to appear in the Record window. To do so, proceed as follows:

1. In the Name column, select the recorder field.

2. Enter the name of the camera, e.g. Camera A, MixOut,..., and press Enter.

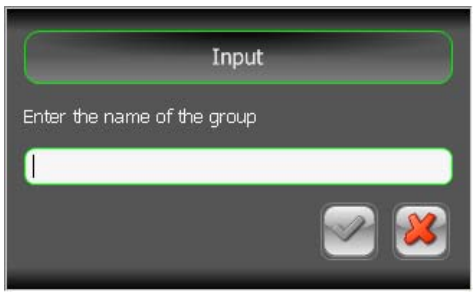
   The field is updated with the camera name.

How to Group Cameras

When many cameras are used, it may be interesting to display them as groups of cameras in the Record window, e.g. all the cameras dedicated to audience. To do so, proceed as follows:

1. Press the **Group** button.

   A dialog box opens:



2. Enter a name for the group, as it will appear in the Record window, and press or **Enter**.

   The group line is displayed in the cameras list.

3. Organize your cameras and/or groups by

   - pressing the button to move the camera or group to the next line
   - pressing the button to move the camera or group to the previous line

   Note that the camera name needs to be indented from the group name to be included within the group.

4. Move the cameras that you do not want to use under the 'Unused' group.

Unused cameras

When you are sure that you will not use some of the cameras, move them in the Unused group. So, they will not be available in the Record window to record take.

To remove the recorder channels from a server from the list of cameras displayed on the Setup window, place all the channels from this server in the 'Unused' group. Then, press the button.

To remove a group name, it must be free of camera. Then, press the button.

Review Audio

When a clip is loaded on the Software Player for review, you will only be able to hear two audio channels. You can select the output audio channels among all the audio channels associated to a recorder channel.

How to Select Review Audio Channels

To select the two audio channels which will be used during play-out of a clip, proceed as follows:

1. For each of the recorder channels, click in the **Review Audio** column.
2. Click the drop-down arrow next to the **Review Audio** field.

   The list of Audio Left channels and Audio Right channels are displayed.

3. Select one left audio channel, or **Mute**, and one right audio channel, or **Mute**.
4. Click outside the box to close it and save the selection.

   The selection is displayed in the **Review Audio** column for the selected recorder channel.
5. Repeat all the steps for each recorder channel.

REVIEW SETUP TAB

This setting specifies the playback channels, from the Video Players, which will be used to review clips with the Software Player.

Note

Video Players must first be configured through **Setup > System > Video Player**. Refer to section 'Video Player Settings' on page 28.

How to Select Video Playback Channels

To select video playback channels from Video Players, proceed as follows:

1. Press the **Video Player** button.

   A dialog box opens:

2. Select a Video Player from the drop-down list.

3. Press or Enter.

   The video playback channels are displayed in the list. Based on the Video Player mode selected during Video Player configuration in Setup > System > Video Player, 1, 2 or 4 video playback channels are displayed, corresponding to a full screen, dual split screen or quad split screen display.

4. Organize your playback channels by

   - pressing the button to move the channel to the next line
   - pressing the button to move the channel to the previous line.

To remove a playback channel, press the button.

How to Rename a Group of Video Playback Channels

You may give a name to a group of video playback channels coming from the same Video Player. To do so, proceed as follows:

1. In the Name column, select the field corresponding to the group of playback channels.

2. Enter the name of the group.

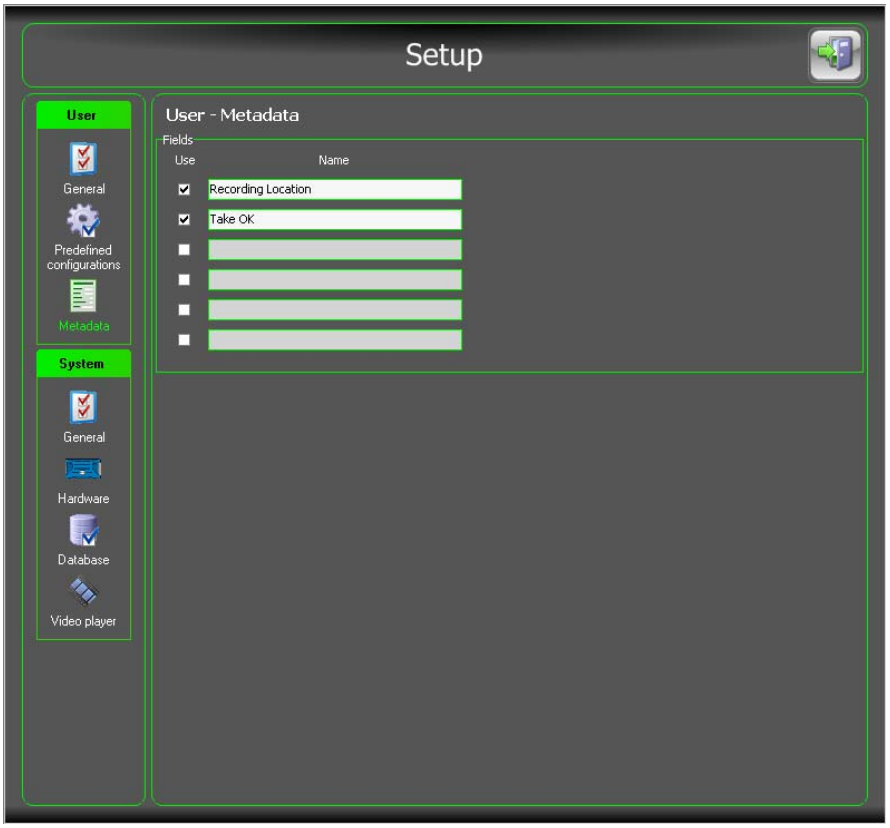
   The field is updated with the group name.

3.2.3 METADATA SETTINGS

This section is available when the user presses the **User Metadata Settings** button on the left pane.

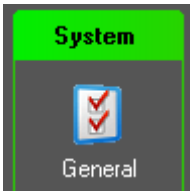
A metadata profile corresponds to a set of user fields which can be associated to all the clips from a recorded take.

The Metadata Settings window allows you to give a name to user fields and to select which user fields you want to associate to your clips. Later on, metadata could be attributed to the clips by entering specific values in the user fields.



3.3 SYSTEM SETTINGS

3.3.1 SYSTEM GENERAL SETTINGS



This window is available when the user presses the **System General Settings** button on the left pane.

From this window, you can define general system functions.

TIMECODE DISPLAY

This specifies the relative position of the **TC In** (Timecode IN), **TC Out** (Timecode OUT) and **TC Dur** (Timecode Duration) fields in the Record and Review windows.

JOG WHEEL

A jog wheel can be used in the Review window to move through the loaded media. Three jog wheel modes are available:

- Jog: enables to move in the loaded media frame by frame.
- Vari-speed: enables to move in the loaded media at a selected constant review speed.

- Shuttle: enables to play fast forward or fast rewind the loaded media.

This setting option is to select the jog wheel mode used by default in the Review window. The mode can be changed afterwards directly in the Review window.

ALARM TRIGGERS

This setting enables alarms to be triggered:

- when the difference between the timecodes from two different servers is greater than or equal to the value specified here.
- when the storage capacity of a server is below the threshold defined here, in hh:mm:ss:ff.

GUARDBANDS / HANDLES

This option is to enable the use of guardbands and to define their duration. The guardbands are A/V material which is added on both sides of the clip boundaries when the clip is created.

When a new clip is saved, the guardband duration, defined in seconds in this setup page, will automatically be added before the IN point of the clip and after the OUT point of the clip.

Values can range from 1 to 9 sec.

ABORT CLIP CONFIRMATION

When selected, this option enables the display of a confirmation message when the Abort Clip button is pressed in the Record window.

TOUCH KEYBOARD

The users can activate a virtual on-screen keyboard to be used with a touch screen. The virtual keyboard is displayed when they click in an editable field where text needs to be entered or modified.

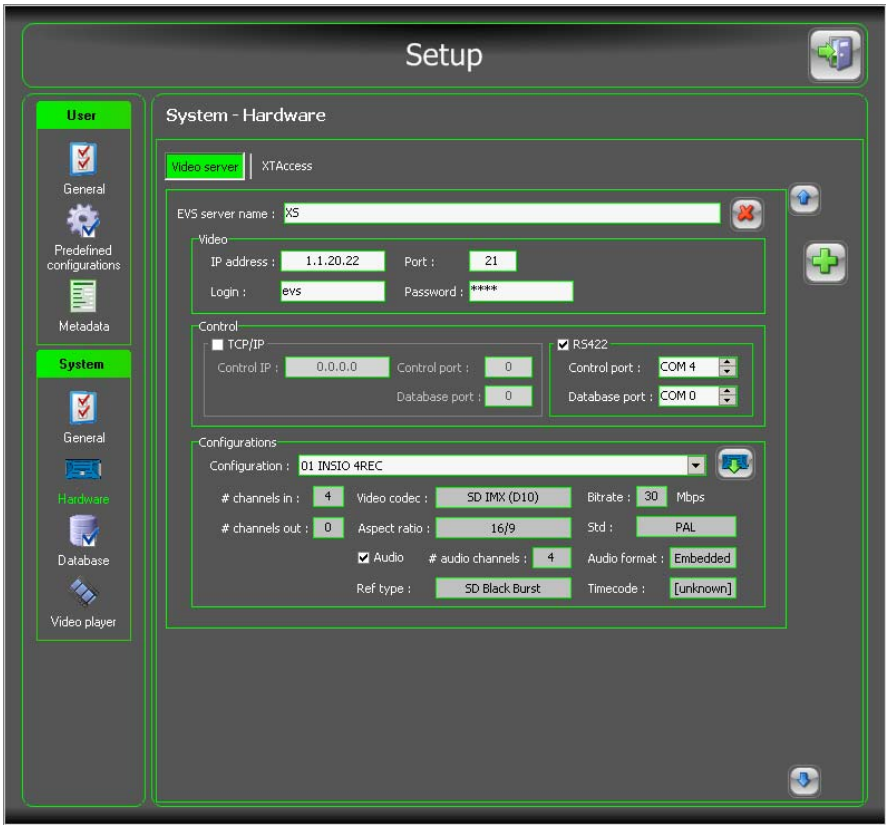
3.3.2 HARDWARE SETTINGS

This section is available when the user presses the **System Hardware Settings** button on the left pane.

Two tabs are available: one for EVS servers configuration, one for XTAccess configuration.

VIDEO SERVER

This window is used to specify EVS servers' configuration. Refer to the XS Software Technical Reference and XT Software Technical Reference manuals for more information.



To select a server, proceed as follows:

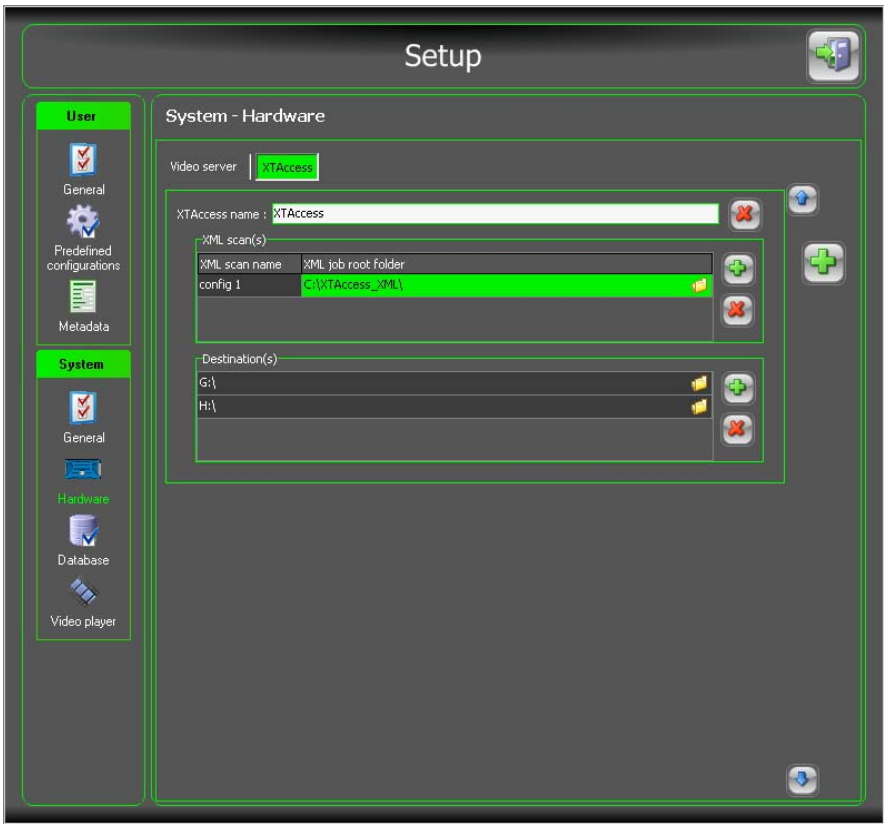
1. Press the **Add Video Server** button to add an additional server to your configuration.
2. Enter a server name in the **EVS Server Name** field.
3. Complete each field of the **Video** and **Control** group boxes with the selected server parameters.
4. In the **Configuration** field, press the **Get Server Configuration** button.
5. Select a configuration from the **Configuration** list.

Use the Remove Video Server button next to the EVS Server Name field to remove a selected server from your configuration.

XTAccess

One or several XTAccess can be connected to INSIO.

This window is used to specify the XTAccess configuration. Refer to the XTAccess user manual for more information.



Use the Add XTAccess button at the extreme right of the window to add an additional XTAccess to your configuration.

Use the Remove XTAccess button next to the XTAccess Name field to remove a selected XTAccess from your configuration.

XML Scan(s)

This setting is used to define the folder which will be scanned by XTAccess.

To use this option, proceed as follows:

1. Press the Add XML Scan button in the XML Scan(s) group box.
   A dialog bow opens.

2. Enter the name of the XML scan and press or Enter.

3. Press the button next to the XML scan name.

   A window opens allowing you to browse for the XML scan folder or enter a folder path.

4. Specify the local folder that will receive XML files. The default local folder is C:\XTAccess_XML.

XTAccess will handle all XML files stored in this folder.

To remove a XML Scan, press the Remove XML Scan button in the XML Scan group box.

To edit a XML Scan folder, press the button next to the XML scan name and select another XML scan folder.

Destination(s)

This specifies the destination path to save the transferred files to.

To use this option, proceed as follows:

1. Press the Add Destination button in the Destination(s) group box.

   A window opens allowing you to browse for the Destination folder or enter a Destination path.

2. Specify the folder that will receive the transferred files and press OK.

To remove a destination, press the Remove Destination button in the Destination(s) group box.

To edit a destination, press the button next to the Destination folder and select another Destination folder.

3.3.3 DATABASE SETTINGS

This section is available when the user presses the **System Database Settings** button on the left pane.

This allows you to access the database with a username and password.

3.3.4 VIDEO PLAYER SETTINGS

This section is available when the user presses the **System Video Player Settings** button on the left pane.

This window is used to specify Video Player configuration.

One or several Video Players can be connected to INSIO.

Use the Add Video Player button to add an additional Video Player to your configuration.

Use the Remove Video Player button next to the Video Player Name field to remove a selected Video Player from your configuration.

4. Defining Project, Episodes and Scenes

4.1 INTRODUCTION

Before the beginning of a first recording session, you will have to define your project/production structure, which will be made up of a series of episodes, themselves composed of several scenes.

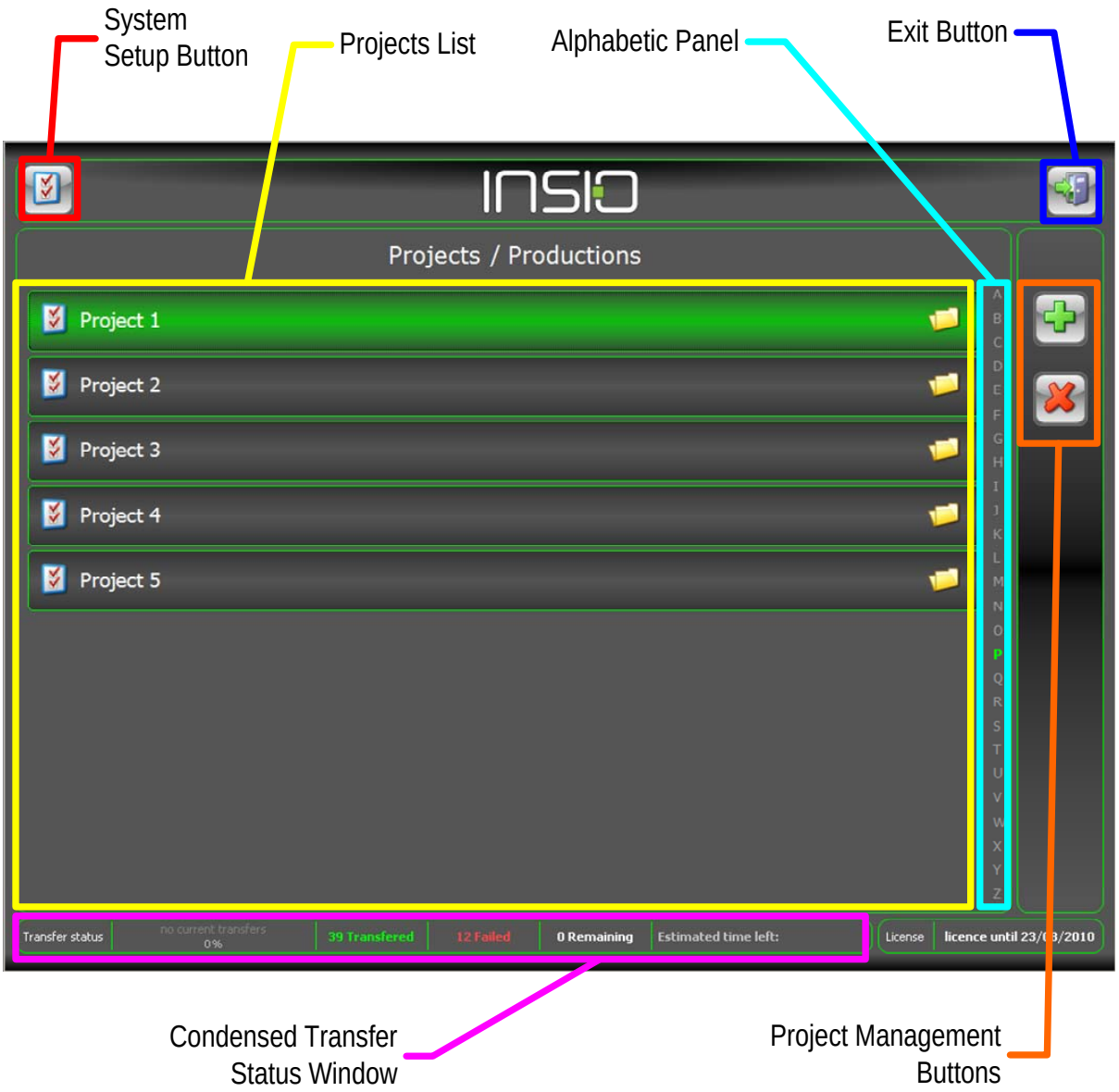
4.2 PROJECT MANAGEMENT

4.2.1 OVERVIEW OF THE PROJECTS / PRODUCTIONS WINDOW

The Projects/Productions window will open when INSIO is started. When you open INSIO for the first time or after having deleted all the existing projects, the Projects/Productions window is empty. Otherwise, the list of projects saved in the INSIO database is displayed.

From this window, you can create a new project, select an existing project for a recording session, edit or delete an existing project. You can also access the System Setup configuration windows or the Project Setup configuration window specific to each project.

The Projects/Productions window contains six main areas highglighted in the screenshot below:



PROJECTS LIST & ALPHABETIC PANEL

This gives the list of all the existing projects, preceded by the Project Setup button. Refer to section 3.1.1 ‘Opening the Setup Windows’ on page 5.

Projects are listed in alphabetical order. An alphabetical panel, on the right of the list helps to quickly navigate through the list of projects: a letter highlighted in green indicates an existing project starting with this letter.

SYSTEM SETUP BUTTON

This button gives access to all the system setup windows. Refer to section 3 ‘Setup’ on page 5 for detailed information.

EXIT BUTTON

This button is used to exit the application.

PROJECT MANAGEMENT BUTTONS

Those buttons allow the creation and deletion of projects.

CONDENSED TRANSFER STATUS WINDOW

This area gives quick information on the jobs transfer status. Refer to section 6 ‘Transferring Media’ on page 68.

4.2.2 NAVIGATING WITHIN A WINDOW

A window sometimes displays a list of items longer than the screen height.

It can happen with:

- the list of projects in the Projects / Productions window
- the list of episodes in the Programs / Episodes window
- the list of clips in the Clip List tabs of the Record / Review window

When you use classic keyboard, mouse and screen, you can move through the list by using mouse scroll wheel or by clicking somewhere in the list and holding the left button of the mouse while moving up and down.

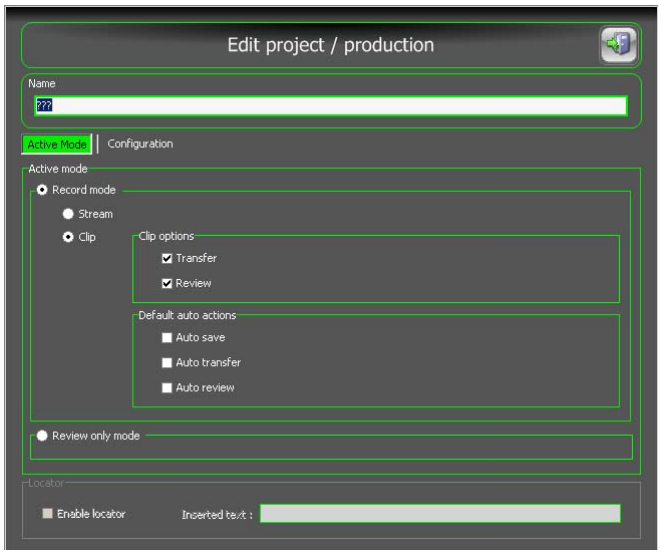
When you use a touch screen, you can move through the list by moving your finger up and down on the screen and the list will scroll accordingly. Then lift your finger off to be able to select an item.

4.2.3 HOW TO ADD A NEW PROJECT

To define a new project, proceed as follows:

1. From the Projects/Productions window, click the Add a Project/Production button .

   The Edit Project/Production window opens and the settings defined in the System Setup windows for the active mode (Setup > User > General) and for the configuration (Setup > User > Predefined Configurations) are displayed.



2. Enter a name for the whole project/production in the **Name** field.

3. If you want to apply Active Mode setting specific to this new project, open the Active Mode tab and modify the selected options. Refer to section 3.2.1 'User General Settings on page 7 for a detailed explanation of the setting.

4. Select the configuration for your project: open the Configuration tab where you can

   - select an existing configuration from the Configurations list,
   - add a new configuration with the **Add New Configuration** button
   - copy and edit the selected configuration by pressing the **Copy Current Configuration and Edit** button .

   Refer to section 3.2.2 'Predefined Configurations Settings' on page 9 for a detailed explanation of the options.

5. Press the **Exit** button to save your new project.

The new project appears in the Projects list.

4.2.4 How to Update Project Setup Configuration

To edit the setup configuration relative to an existing project, or to rename it, proceed as follows:

1. In the Project/Production window, click on the project you want to edit

   The project line is highlighted.

2. Press the **Project Setup** button located on the project line.

   The Edit Project/Production window opens and the settings selected at project creation for the active mode and for the predefined configuration are displayed.

3. Update the required information.

4. Press the **Exit** button to save your modifications.

4.2.5 How to Delete a Project

To delete a project from the Projects/Productions list, as well as the episodes it eventually contains, proceed as follows:

1. In the Project/Production window, click on the project you want to delete.

   The project line is highlighted.

2. Press the **Delete the Selected Project/Production** button .

   A dialog box is displayed asking for confirmation.

3. Press the **Validate** button .

The project disappears from the Projects/Productions list and is therefore no more accessible.

Note

This will not remove the recorded media, but only the project information. To remove media, refer to section 7 ‘Cleaning Up the System and Deleting Media’ on page 78.

4.3 EPISODES MANAGEMENT

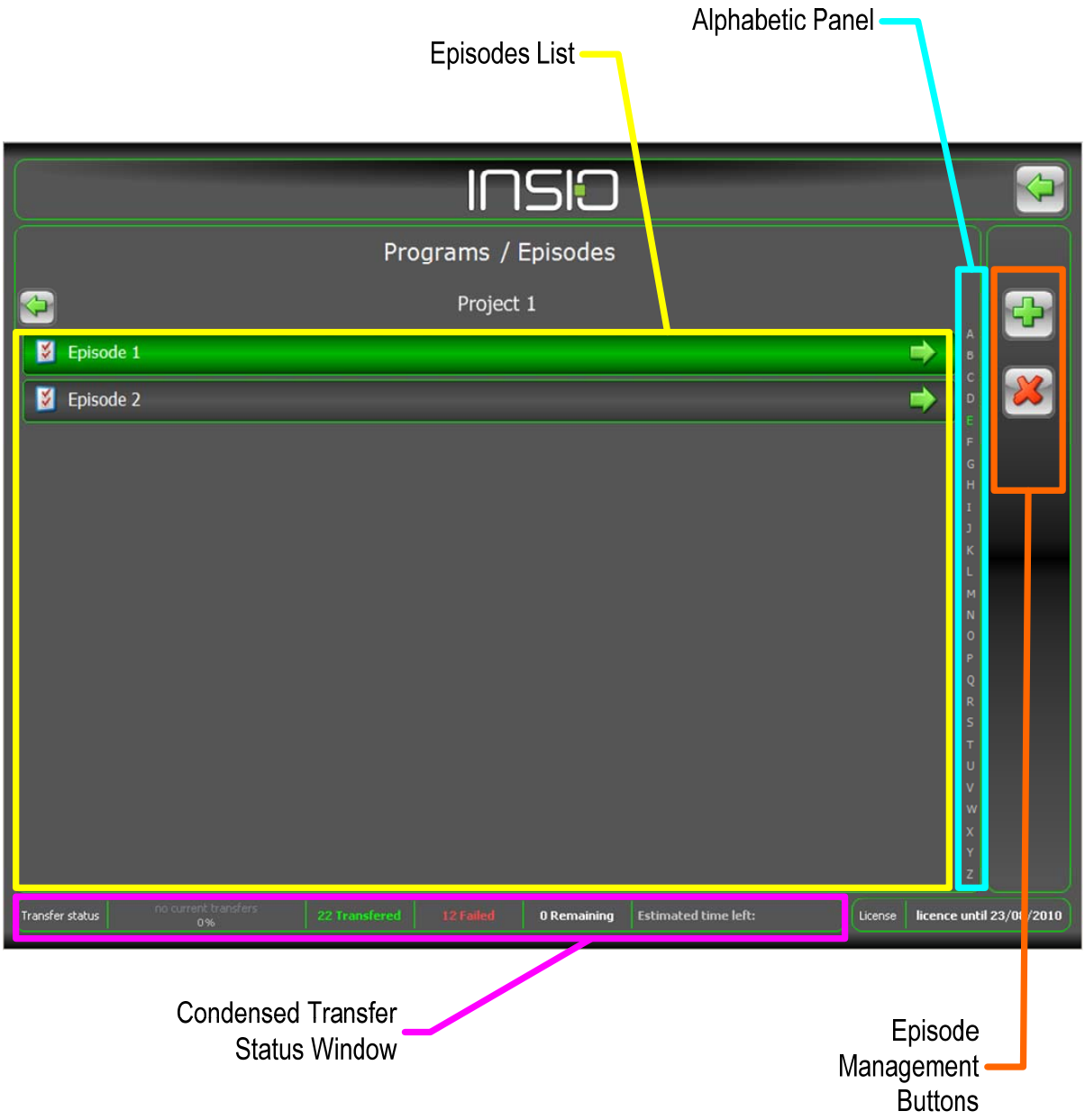
4.3.1 Introduction

Once your project/production has been created, you can define an episode/program.

4.3.2 Overview of the Programs / Episodes window

You can access the Programs/Episodes window by clicking the button on the right of the line corresponding to your project. When episodes have already been created for the selected project, they are listed in that window.

The Programs/Episodes window contains four main areas highglighted in the screenshot below:



It is possible to go back to the Project/Production window by clicking the **Go Back** button .

EPISODES LIST & ALPHABETIC PANEL

This gives the list of all the existing episodes for the selected project, preceded by the Episode Setup button. Refer to section 3.1.1 'Opening the Setup Windows' on page 5.

Episodes are listed in alphabetical order. An alphabetical panel, on the right of the list helps to quickly navigate through the list of episodes: a letter highlighted in green indicates an existing episode starting with this letter.

EPISODE MANAGEMENT BUTTONS

Those buttons allow the creation and deletion of episodes.

CONDENSED TRANSFER STATUS WINDOW

This area gives quick information on the jobs transfer status. Refer to section 6 ‘Transferring Media’ on page 68.

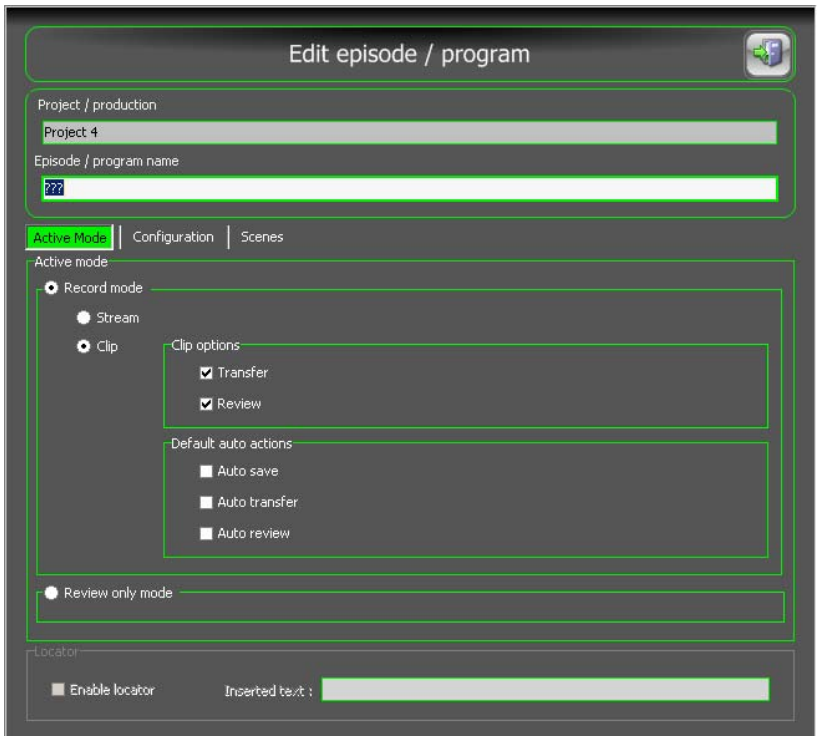
4.3.3 HOW TO ADD A PROGRAM / EPISODE

To define a program/episode for a project, proceed as follows:

1. Click the **Add a Program/Episode** button.

   The Edit Episode/Program window is displayed and the settings applicable to the project for the active mode (Setup > User > General) and the configuration (Setup > User > Predefined Configurations) are displayed.

   The project name is displayed in the **Project/Production** field but cannot be edited.



2. Enter a name for the episode/program in the **Episode/Program Name** field.

3. If you want to apply Active Mode setting specific to this new episode, open the Active Mode tab and modify the selected options. Refer to section 3.2.1 ‘User General Settings on page 7 for a detailed explanation of the setting.

4. Select the configuration for your episode: open the Configuration tab where you can

   - select an existing configuration from the Configurations list,
   - add a new configuration with the **Add New Configuration** button
   - copy and edit the selected configuration by pressing the **Copy Current Configuration and Edit** button .

Refer to section 3.2.2 'Predefined Configurations Settings' on page 9 for a detailed explanation of the options.

5. Scenes can be defined at that time or later on. Refer to section 4.4 'Defining Scenes' on page 38 for detailed explanation on how to define scenes.

6. Press the **Exit** button to save your new episode.

The new episode appears in the Programs/Episodes list for the project.

4.3.4 How to Update Episode Information

To edit the information relative to an episode, or to rename it, proceed as follows:

1. In the Programs/Episodes window for your project, click on the episode you want to edit.

   The episode line is highlighted.

2. Press the **Episode Setup** button located on the episode line.

   The Edit Episode/Program window opens and the settings selected at episode creation for the active mode and for the predefined configuration are displayed.

3. Update the required information.

4. Press the **Exit** button to save your modifications.

4.3.5 How to Delete an Episode

To delete an episode from the Programs/Episodes list, as well as the scenes it eventually contains, proceed as follows:

1. Select the episode you want to delete

   The episode line is highlighted.

2. Press the **Delete the Selected Program/Episode** button .

   A dialog box is displayed asking for confirmation.

3. Press the **Validate** button .

The episode disappears from the Programs/Episodes list and is therefore no more accessible.

Note

This will not remove the recorded media, but only the episode and relative scenes information. To remove media, refer to section 7 ‘Cleaning Up the System and Deleting Media’ on page 78.

4.4 DEFINING SCENES

The list of scenes composing an episode can be created at the same time as the episode or later on.

The list of scenes can be created in different ways:

- by direct entry in the Programs / Episodes window
- by direct entry in the Record/Review window

4.4.1 HOW TO DEFINE SCENES FROM THE PROGRAMS / EPISODES WINDOW

To define scenes for an episode from the Programs/Episodes window, proceed as follows:

1. From the Project/Production window, click the button on the right of the line corresponding to your project.

   The Programs / Episodes window is displayed.

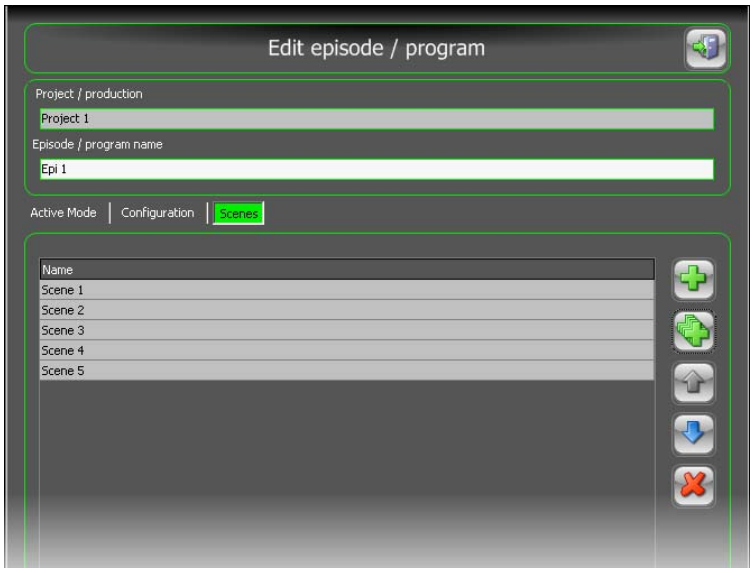
2. If you define scenes for an episode at the same time as the episode creation, create a new episode as described in steps 1 to 4 of section 4.3.3 ‘How to Add a Program / Episode’ on page 36.

   OR

   If you define scenes for an episode later than the episode creation: select an existing episode and press the Episode Setup button located on the episode line.

   The Edit Episode / Program window opens.

3. Select the Scenes tab.

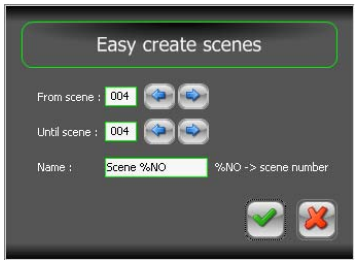


Adding a Single Scene

1. Click the **Add Scene** button .
   A dialog box opens.
2. Enter a name for the scene.
3. Press the **Validate** button or **Enter**.
4. Repeat steps 4 to 6 as many times as you want to add scenes.

Adding a List of Scenes at Once

1. Click the **Easy Create Scenes** button .
   A dialog box opens:



2. Use the arrows to define the range of scenes you want to create.
3. Press the **Validate** button or **Enter**.

Organizing the Scenes Order

1. To organize your scenes, click on the name of the scene you want to move.
   The field is highlighted.
2.
   - press the Move Down button to move the scene to the next line
   OR
   - press the Move Up button to move the scene to the previous line.

Press the Exit button to save your settings.

4.4.2 How to Update Scenes Information from the Programs / Episodes Window

To update scenes information for an episode from the Programs/Episodes window, proceed as follows:

1. Press the Episode Setup button located on the selected episode line.
   The Edit Episode/Program window is displayed.
2. Select the Scenes tab.
3.
   - To update the scene name: click in the Scene Name field, update the name and press Enter.
   - To change the order of the scene, click on the scene name and use the Move Down or Move Up buttons.

4.4.3 How to Delete Scenes Information from the Programs / Episodes Window

To delete scenes information for an episode from the Programs / Episodes window, proceed as follows:

1. Press the Episode Setup button located on the selected episode line.
   The Edit Episode/Program window is displayed.
2. Select the Scenes tab.
3. To remove a scene from the list, select the scene and press the Remove Scene button .

4.4.4 How to Define a Scene for an Episode in the Record/Review Window

To define scene for an episode in the Record/Review window, proceed as follows:

1. Press the button in the **Scene** field.
   A contextual menu with the list of existing scenes is displayed.

2. Press the Scene button
   A dialog bow opens.
3. Enter a name for the scene.
4. Press **Enter** or the **Validate** button .

5. Recording and Reviewing Media

5.1 INTRODUCTION

During the recording session, takes will be recorded for a selected scene.

The recording of a take can be acceptable at once or several takes will be needed for the same scene before it is considered as correct.

A take may be recorded by several cameras, from various viewing angles, which would have been defined in the Setup > User > Predefined Configurations > Record Setup window.

In this manual, the term 'clip' is used to designate a take recorded by a camera. As many cameras record the same take at the same time, there will be as many recorded clips as there are active cameras. They can be called 'linked clips'.

The Record/Review window is an integrated window from which it is possible to manage the recording process, to preview and edit recorded takes, to initiate the transfer of recorded media to predefined destinations and to have a quick overview at the transfer jobs status.

5.2 USER INTERFACE

5.2.1 OPENING THE RECORD / REVIEW WINDOW

Once the project has been defined, as well as its episodes and scenes, you can access the Record / Review window as follows:

1. From the Project/Production window, click the button on the right of the line corresponding to your project.

   The Programs/Episodes window is displayed.

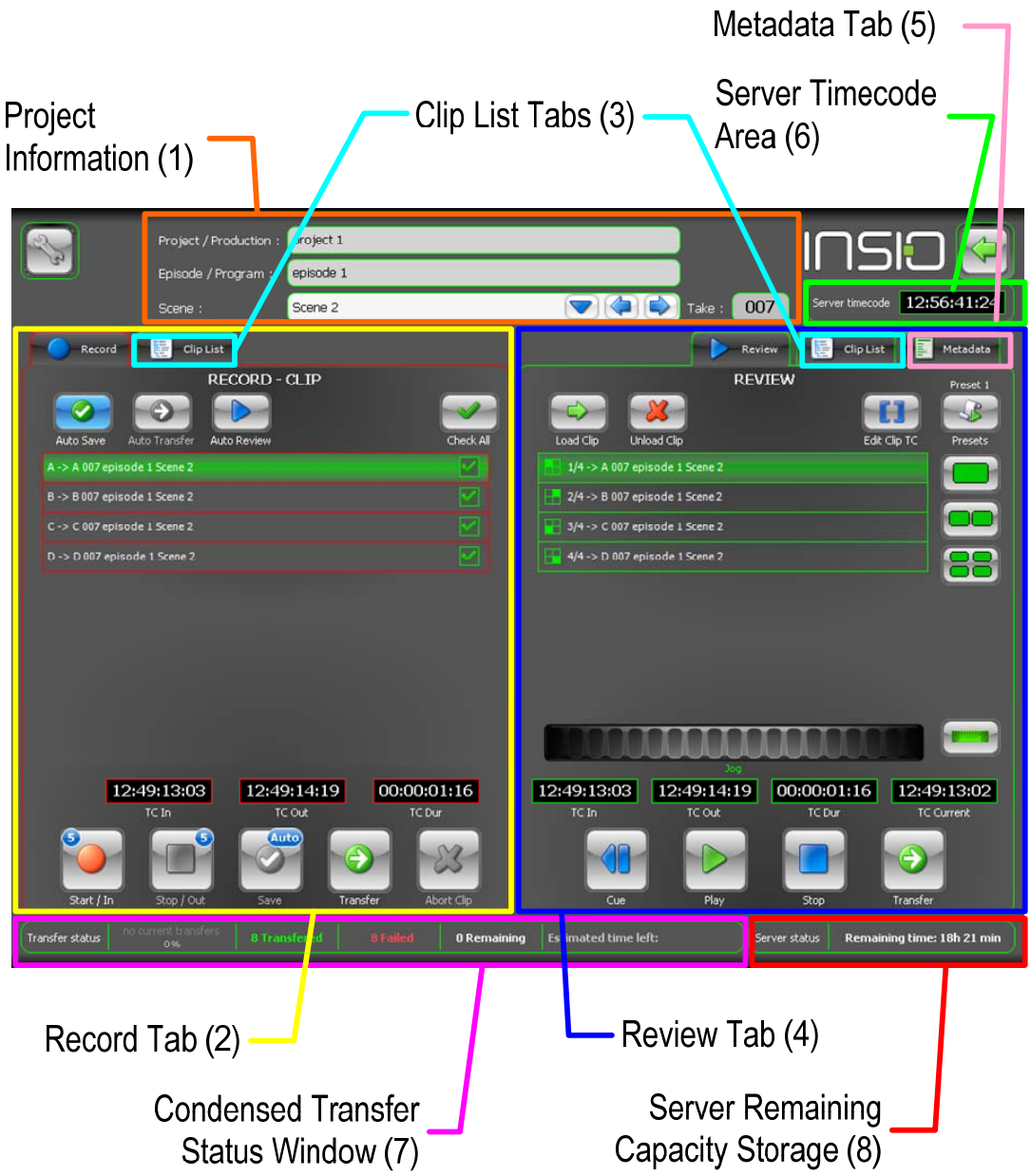
2. Click the button on the right of the line corresponding to the selected episode. The Record/Review window opens.

5.2.2 OVERVIEW OF THE RECORD / REVIEW WINDOW

The window can present up to four tabs: Record tab, Review tab, Left Clip List tab and Right Clip List tab. The layout of this window will differ depending on the Active Mode defined in the settings: record stream, record clip and transfer, record clip and review, review only.

Differences will be highlighted within the text.

The Record/Review window contains the following main areas highglighted in the screenshot below:



PROJECT INFORMATION AREA (1)

This area displays the project/production name, the episode/program name and the scene name. A Take number is incremented by one unit each time a take is recorded for a scene. Each time a new scene name is entered, the take number is reset to 001.

TABS

Up to five tabs can be displayed in this window, depending on the Active modes selected in Setup > User > General:

If the Record mode has been selected:

Record Tab (2): intended to be used for the recording of a take, or stream. Refer to section 5.3.2 'Overview of the Record Tab' on page 46 for a detailed description of this tab.

If the Record Clip mode has been selected:

Right Clip List Tab (3), i.e. the Clip List Tab on the right of the window: intended to be used when the Record tab is opened, during a recording session. Clips can then be manually selected for transfer and the transfer status can be visualized. Refer to section 6.2.2 'Overview of the Clip List Tabs' on page 71 for a detailed description of this tab.

If the Record Stream mode has been selected:

Status Tab: used to display information and thumbnail of the different streams.

If the Review Only mode or the Record Clip mode with Review option has been selected:

Review Tab (4): intended to be used for reviewing a recorded clip. Refer to section 5.4 'Reviewing Media' on page 52 for a detailed description of this tab.

Left Clip List Tab (3), i.e. the Clip List Tab on the left of the window: intended to be used together with the Review Tab either in order to select clips to be transferred, or to select clips which will be loaded on a player channel. Refer to section 6.2.2 'Overview of the Clip List Tabs' on page 71 for a detailed description of this tab.

Metadata Tab (5)

From this area, you can enter metadata values for the user fields defined in Setup > User > Metadata. These metadata values will be linked to the recorded clips.

SERVER TIMECODE AREA (6)

This area displays the current timecode position of the server and gives access to the list of servers with their respective timecode position.

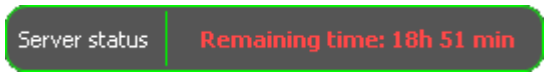
CONDENSED TRANSFER STATUS WINDOW (7)

This area gives quick information on the job transfer status. Refer to section 6.2.1 ‘Overview of Transfer Status Windows’ on page 68 for more information.

SERVER STATUS AREA (8)

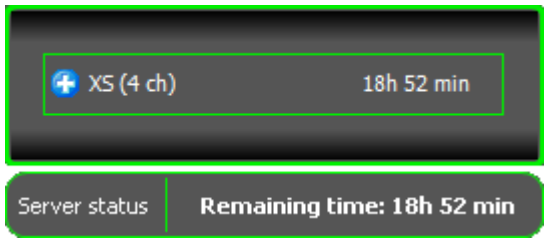
This area displays the remaining recording capacity available on the server and gives access to the list of servers with their respective remaining recording capacity.

The display is red when remaining capacity is under the threshold limit defined in Setup > System > General.



Click on the area to display the servers from the setup:

The display is green when remaining capacity is higher than the defined threshold limit.



5.3 RECORDING MEDIA

5.3.1 INTRODUCTION

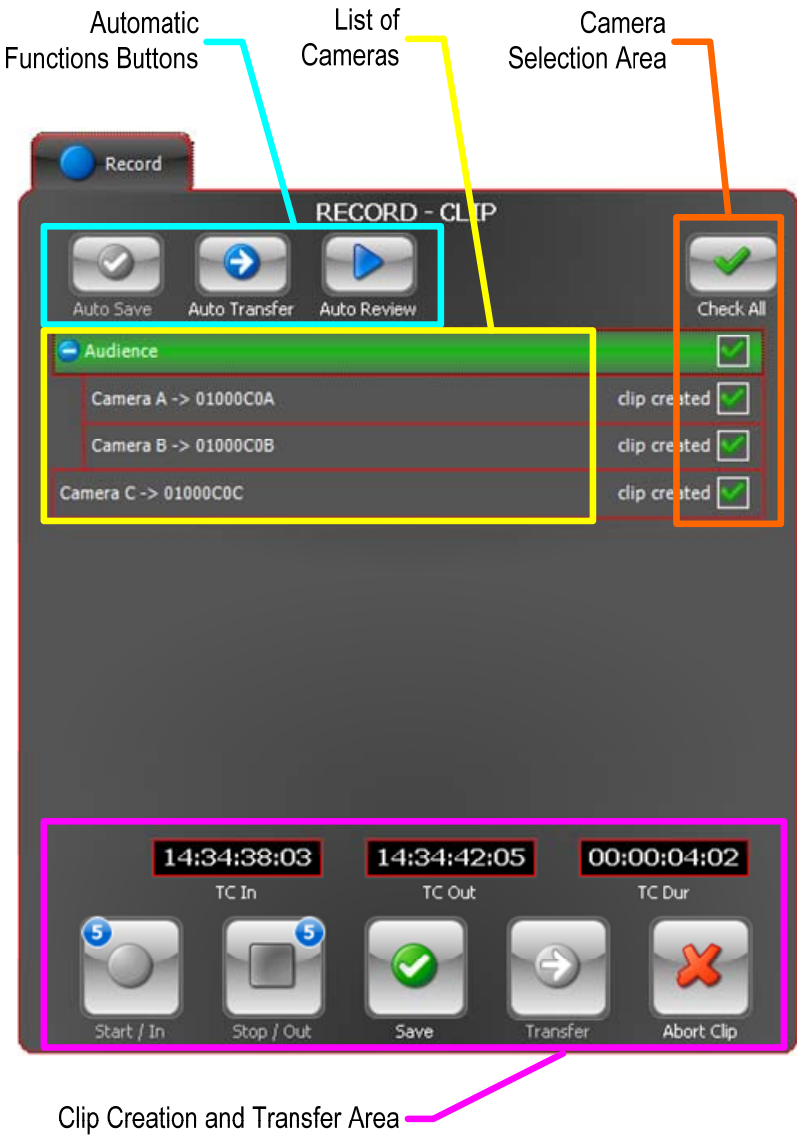
Recording a sequence will be possible via the Record tab of the Record/Review window. Users are enabled to select the cameras which will record a take and to select the cameras angles which will be kept for the transfer of a take.

Time can be saved by using automatic functions to save, transfer and/or review clips.

The recording of a stream is performed from this tab as well.

5.3.2 OVERVIEW OF THE RECORD TAB

When the active mode is set to clip, with Review and Transfer options, in **Setup > User > General**, the Record tab looks like the following screenshot:



AUTOMATIC FUNCTIONS BUTTONS

Auto Save button: activates or de-activates the Auto Save mode related to the automatic saving of the recorded clip, without pressing the Save button, as soon as the Stop/Out button is pressed. Refer to section 'Auto Save Mode' on page 48.

Auto Transfer button: activates or de-activates the Auto Transfer mode related to the automatic transfer of the recorded and saved clip without pressing the Transfer button. Refer to section 6.3.1 'Automatic Transfer' on page 72.

Auto Review button: activates or de-activates the Auto Review mode related to the automatic loading of the recorded clip on the video playback channel selected in the Review tab. Refer to section 'Auto Review Mode' on page 56.

One or several of these buttons can be activated at a time.

These functions can be activated or deactivated either in the Setup > User > General > Default Auto actions section or in the Record window.

Note

These buttons are not present in the interface when the system is used for streaming.

LIST OF CAMERAS AND CAMERA SELECTION AREA

The list of cameras displays the recorder channels seen as camera, as named in Setup > User > Predefined Configurations > Record Setup. When cameras have been grouped together, the camera view can be expanded by pressing the button or collapsed by pressing the button.

The Camera Selection buttons allows the selection of some or all the cameras for the recording of the take or, once the takes have been recorded, for the saving of takes.

CLIP CREATION AND TRANSFER AREA

This area provides the buttons required to start, stop or abort the recording of a take and buttons to save and transfer the recorded takes. The guardband durations, as defined in Setup > System > General, are displayed at the top of the Start and Stop buttons.

It also contains time information fields:

TC IN field: displays the timecode of the IN point for the linked clips being recorded.

TC Dur field: displays the time interval between the IN and OUT points, i.e. clip duration.

TC OUT field: displays the timecode of the OUT point for the recorded linked clips.

Note

Only the Start/In and the Stop/Out buttons are available when using the stream mode.

Locator button: inserts flags within a take to indicate when the actors start again their lines, in case of successive repetitions within an ongoing take.

5.3.3 RECORDING A TAKE

This section explains how to proceed to record a take with or without the Auto Save mode activated. It provides information on how to abort the recording of a take when, for example, something wrong happens, or how to place tags within a take when, for example a sentence is repeated several times by an actor but you do not want to stop and re-start the recording.

AUTO SAVE MODE

Before, or during, the recording of a take, you can activate the Auto Save mode by pressing the Auto Save button. In this case, you will not have to press the Save button at the end of the take recording and the clips recorded from all the selected cameras will automatically be saved on the server.

When the Auto Save mode is activated, the background color of the Auto Save button is blue:

and an 'Auto' flag is present on the top of the Save button:

The button can be deactivated by pressing it again. The background color of the Auto Save button turns then grey. When the Auto Save mode is not activated, you will be able to deselect cameras before saving them.

HOW TO RECORD A TAKE

To record a take for a scene with or without the Auto Save mode, proceed as follows:

1. Select the scene you want to work on from the list in the Scene field or with the buttons.

2. You can select which cameras will be active when recording a clip.

   From the list of cameras,

   - deselect the cameras you do not want to record the take by clearing the check box on the corresponding line(s),
   - select the cameras you want to record the take by selecting the check box on the corresponding line(s)

OR

- press the Check All button to select all the cameras.

3. Press the Start/In button to start recording the take.

   A clip is being recorded by each of the selected cameras and the clip names, as defined in Setup > User > Predefined Configurations > General, are displayed next to the camera names.

4. In case the actors need to repeat their lines within an ongoing take, press the Locator button each time they start again, provided that the Locator button function has been enabled in the Setup > User > General tab.

   Refer to section 3.2.1 ‘User General Settings’ on page 7.

5. Press the Stop/Out button when the take is done to stop recording the clips.

6. If the Auto Save mode has been activated, the clips are automatically saved on the server for all the previously selected cameras. The Start/In button is available again for a new take and the take number is increased by 1 unit.

   If the Auto Save mode has not been activated, you will then be able to deselect cameras from which you do not want to keep the recorded clip, if any, by clearing the check box on the corresponding camera line(s).

7. If the Auto Save mode has not been activated, press the Save button to save the selected recorded clips for the take.

   The clips are then saved on the server for all the selected cameras. The Start/In button is available again for a new take and the take number is increased by 1 unit.

The recorded clips are displayed in the Clip List tabs.

Note

If the Auto Transfer mode has been activated, the recorded clips are automatically transferred to the transfer destination defined in Setup > User > Predefined Configurations as soon as they have been saved.

Otherwise, refer to section 6.3.2 ‘Manual Transfer’ on page 73 for later transfer operation.

HOW TO ABORT THE RECORDING OF A TAKE

You can decide not to keep any clip from a take being recorded at two different times:

- the take recording has not yet been stopped when something wrong happens:

  press the Abort Clip button to abort the recording and to delete the clips from the current take.

OR

- the recording of the take has been stopped with the Stop/Out button but not yet

saved with the Save button, and you decide then not to keep the take:

press the Abort Clip button to abort the recording and to delete the clips from the current take.

In both cases, the Start/In button becomes available again, the take number does not increase and the clip names are removed from the list of cameras.

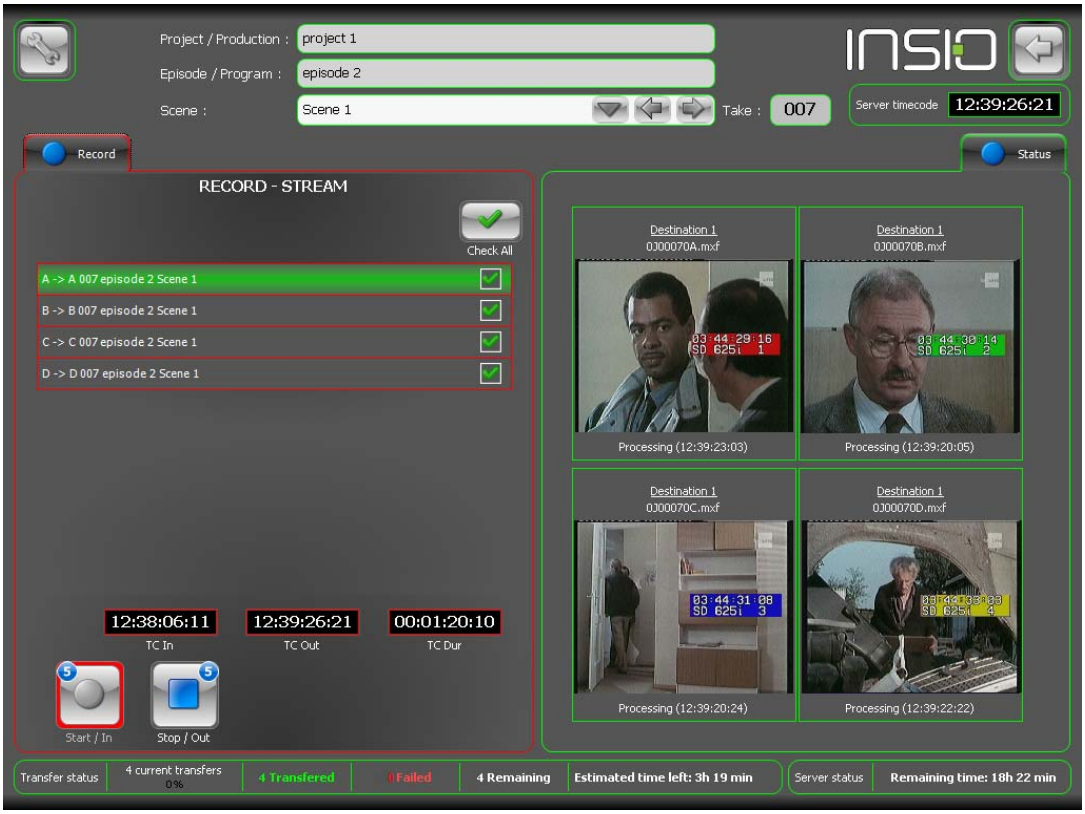
Note

When the Auto Save function is activated, you will only be allowed to abort clip before pressing the Stop/Out button.

5.3.4 RECORDING A STREAM

RECORD WINDOW OVERVIEW

When the active record mode has been set to stream, the Record window layout is limited as shown in the following screenshot:



The Status tab displays information on the stream transfer status. It contains one box per camera and per destination path. Each box shows a thumbnail, destination, clip name and current timecode.

In the screenshot above, 4 boxes are displayed as 4 cameras are streaming to 1 destination path. If 4 cameras stream to 2 destination paths, 8 boxes will be present.

HOW TO RECORD A STREAM

To record stream(s), proceed as follows:

1. Select the scene you want to work on from the list in the Scene field or with the buttons.

2. You can select which cameras will be active when recording a take.

   From the list of cameras,

   - deselect the cameras you do not want to record the take by clearing the check box on the corresponding line(s)
   - select the cameras you want to record the take by selecting the check box on the corresponding line(s)

   OR

   - press the Check All button to select all the cameras.

3. Press the Start/In button to start recording the stream(s).

   The stream is not saved on the server and is directly sent to the transfer destination defined in Setup > User > Predefined Configurations > Format, Name & Destination.

4. Press the Stop/Out button to stop the recording of the stream(s).

5.4 REVIEWING MEDIA

5.4.1 INTRODUCTION

The loading of a recorded clip on a Video Player channel is possible via the Review tab of the Record / Review window.

Users are enabled to review the different takes, to select and transfer the best takes to post-production systems, but also to modify the start and/or the end point of a clip before transfer.

The Review tab can be used together with the Record tab to review just recorded clips, or with the Left Clip List tab to review clips recorded earlier. So, the selection of clips is performed on the left part of the screen and the selection of channels to load the clips on is performed from the Review tab.

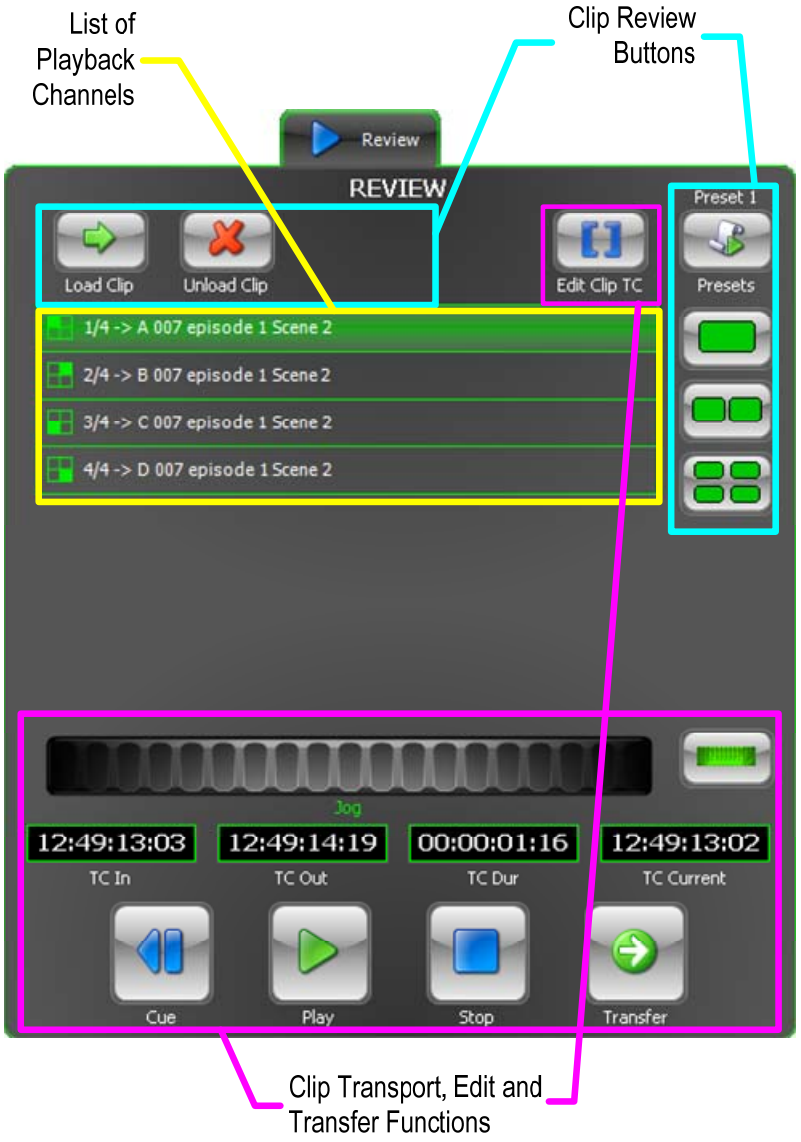
Review operations can be carried out rapidly thanks to the use of the Auto Review function and to the Presets function, to automatically load clips on predefined video playback channels configurations.

Note

This tab is not available when using the Stream mode or when the Clip mode without Review option has been selected.

5.4.2 OVERVIEW OF THE REVIEW TAB

The Review tab contains the following areas highglighted in the screenshot below:



LIST OF PLAYBACK CHANNELS

The list of playback channels displays the channels from the Video Player selected in **Setup > User > Predefined Configurations > Review Setup**.

CLIP REVIEW BUTTONS

A series of buttons allows the manual loading of clips, the definition of playback channels presets to quickly load clips onto, or the selection of the video screen display between single screen, dual split screen or quad split screen modes.

CLIP TRANSPORT, EDIT AND TRANSFER FUNCTIONS

This area provides the functions required to play a clip and move within the material. A jog wheel allows you to move through the loaded media in three different modes. Buttons used for clip editing and transfer are available as well.

It also contains time information fields:

TC IN field: displays the IN point timecode of the clip being reviewed.

TC Dur field: displays the time interval between the IN and OUT points, i.e. duration of the clip being reviewed.

TC OUT field: displays the OUT point timecode of the clip being reviewed.

TC Current: when the clip is being played, displays the current timecode position. This field can also be used to enter a timecode value to jump to.

5.4.3 LOADING MEDIA

To review a recorded clip, you need to load it on a video playback channel.

It can be loaded just after its recording from the Record tab, or, later on, from the Left Clip List tab. The operation can be performed manually or automatically.

LOADING LAST RECORDED CLIPS ON PLAYER CHANNELS

You have the possibility to visualize the take you have just recorded in the Record tab, even if the take has not yet been saved on the server. You can do this in three different ways:

- manually, by selecting the clips and the player channels one by one
- manually, by selecting a preset playback channel configuration
- automatically, by selecting the Auto-Review mode and a preset playback channel configuration

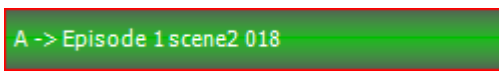
Presets of playback channel configurations are intended to automatically load a selection of camera angles in a single click.

Loading Clips Manually One by One

When the Auto Review function is not activated and you want to load some of the clip(s) you have just recorded, proceed as follows:

1. From the Record tab, select the clip you want to review.

   The corresponding camera/clip line is highlighted.

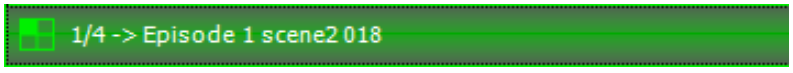
2. From the Review tab, select the player channel you want to load the clip onto.

   The corresponding player channel line is highlighted.

3. Press the **Load Clip** button

   The clip is loaded on the Video Player.

   The clip names are displayed on the respective player channel lines, in the Review tab.



4. Repeat steps 1 to 3 for each clip you want to load.

5. You can unload a clip by selecting the line in the Review tab and pressing the **Unload Clip** button.

Loading Clips Manually on a Preset of Playback Channels

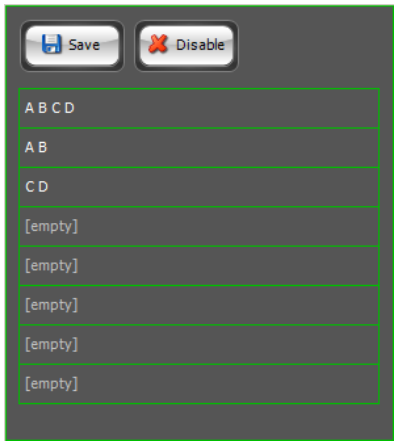
How to Define Preset of Playback Channels

Once you have loaded clips on player channels in a specific way, which means, the clip coming from a specific camera onto a specific player channel, you can save this configuration as a preset to be able to use it later without having to reload each clip one after each other. Up to 8 preset player channel configurations can be saved.

To define a preset player channel configuration based on the order clips have been loaded, proceed as follows:

1. Press the **Presets** button .

   A menu with the list of existing Presets, if any, and empty Presets fields is displayed.



2. Press the **Save** button.

3. Select an empty line.

   A dialog box opens.

4. Enter a name for the Preset in the **Preset Name** field.

5. Press the Validate button or **Enter**.

   The new Preset can be selected from the **Presets** button.

How to Load Clips on Preset

Once preset player channel configurations have been defined, you can load recorded clips on a selection of player channels, even if the Auto-Review mode is not activated. To do so, proceed as follows:

1. Press the **Presets** button .

   The list of existing preset configurations is displayed.

2. Select one of the Preset configurations from the list.

   Clips recorded by the cameras defined in the selected preset player channel configuration are loaded on the player channels defined in the preset.

3. If required, you can repeat steps 2 and 3 to load clips on another preset player channel configuration.

4. You can unload a clip by selecting the line in the Review tab and pressing the **Unload Clip** button.

Loading Clips Automatically

Auto Review Mode

Before or during the recording of a take you can activate the Auto Review mode by pressing the **Auto Review** button in the Record tab. In this case, the clips selected in the current Presets will automatically be loaded for review when the recording stopped. Refer to section 'How to Define Preset of Playback Channels' on page 55 for more information on the options.

When the Auto Review mode is activated, the background colour of the **Auto Review** button is blue:

The Auto Review mode can be deactivated by pressing the button again. The background color of the **Auto Review** button turns then grey.

How to Load Clips Automatically

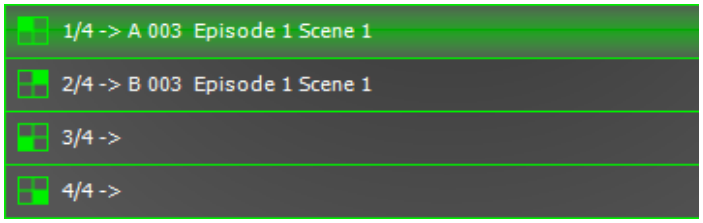
To automatically load clips from a take you have just recorded on a selection of player channels, even if the take has not yet been saved on the server, proceed as follows:

1. Press the **Auto Review** button to activate the Auto Review mode.

2. Press the **Presets** button and select one of the Preset configurations from the list.

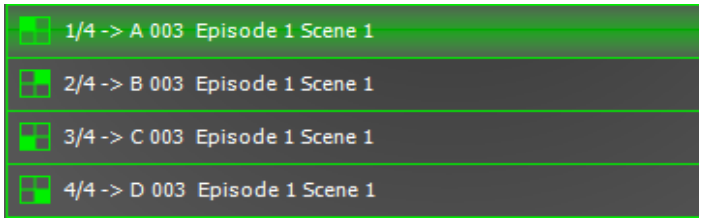
3. Record the take by pressing the **Start/In** button then the **Stop/Out** button.

   As soon as the **Stop/Out** button is pressed, clips recorded by the cameras defined in the selected preset player channel configuration are loaded on the player channels defined in the preset.



4. If required, press the **Presets** button after the automatic loading of clips and select another preset configuration.

   Clips recorded by the cameras defined in the newly selected preset player channel configuration are loaded on the player channels defined in the second preset.



5. You can unload a clip by selecting the line in the Review tab and pressing the **Unload Clip** button.

LOADING CLIPS RECORDED EARLIER ON PLAYER CHANNELS

You have the possibility to review takes later on during the recording session, by selecting clips from the Left Clip List tab.

You can do this in two different ways:

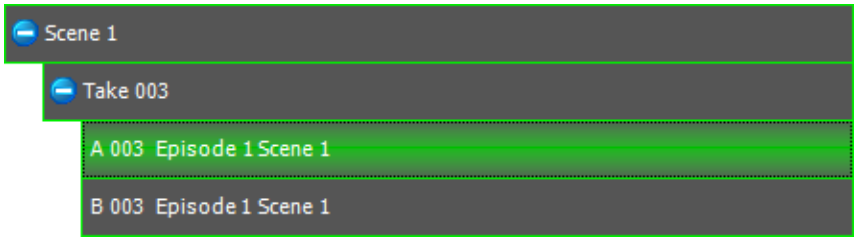
- manually, by selecting the clips and the playback channels one by one
- manually, by selecting a preset player channel configuration

How to Manually Load Previously Recorded Clips

When you want to load clips previously recorded on playback channels, you can select clips from different takes or scenes. Proceed as follows:

1. From the Left Clip List tab, select the clip you want to review from the Scene>Take>Clip view.

   The corresponding line is highlighted.



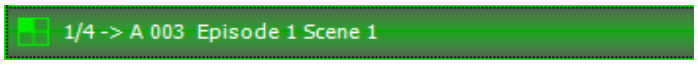
2. From the Review tab, select the player channel you want to load the clip onto.

   The corresponding player channel line is highlighted.

3. Press the **Load Clip** button .

   The clip is loaded on the Video Player.

   The clip name is displayed on the player channel line, in the Review tab.



4. Repeat steps 1 to 3 for each clip you want to load. Clips may come from different takes or scenes.

5. You can unload a clip by selecting the line in the Review tab and pressing the **Unload Clip** button.

How to Manually Load Previously Recorded Clips on a Preset of Playback Channels

Once preset player channel configurations have been defined, you can load clips on a selection of player channels. In this case, you cannot load clips coming from different takes or scenes.

Two situations can occur:

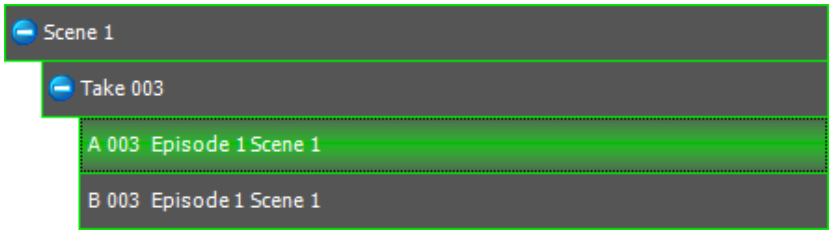
- you know which linked clips you want to load and you select one of them in the Clip List
- you have loaded clips from different takes and you then want to see the clips linked to one of them.

Select a Clip in the Clip List Tab

You know which linked clips you want to load and you select one of them in the Clip List. To do so, proceed as follows:

1. From the Left Clip List tab, select one of the clips you want to review from the Scene>Take>Clip view.

   The corresponding line is highlighted.



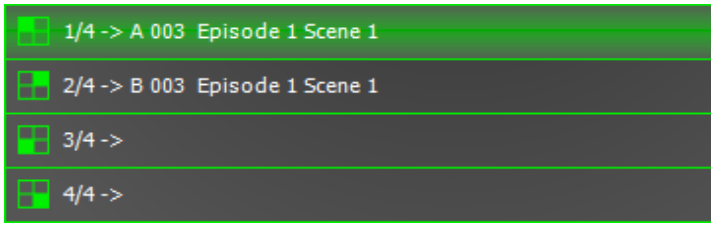
2. In the Review tab, press the **Presets** button .

   The list of existing preset configurations is displayed.

3. Select one of the Preset configurations from the list.

   Clips recorded by the cameras defined in the selected preset player channel

configuration and linked to the selected clip are loaded on the player channels defined in the preset.



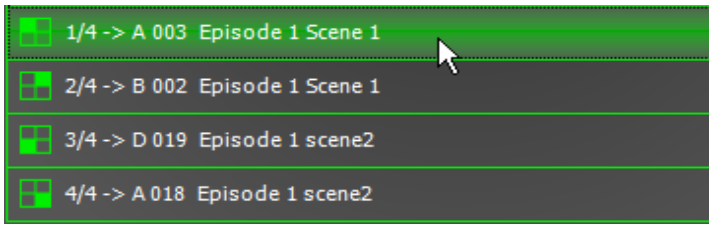
4. You can unload a clip by selecting the line in the Review tab and pressing the **Unload Clip** button.

Select a Loaded Clip in the Review Tab

You have loaded clips from different takes and then you want to see the clips linked to one of them. To do so, proceed as follows:

1. From the Review tab, select the clip for which you want to review all the linked clips.

   The corresponding line is highlighted.

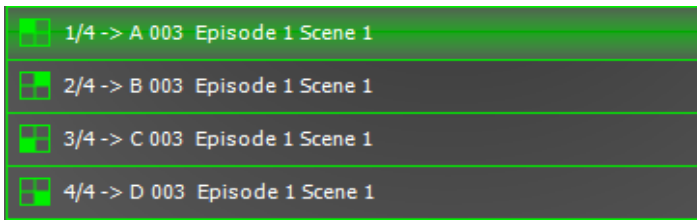


2. Press the **Presets** button .

   The list of existing preset configurations is displayed.

3. Select one of the Preset configurations from the list.

   Clips recorded by the cameras defined in the selected preset player channel configuration and linked to the selected clip are loaded on the player channels defined in the preset.



SELECTING THE SCREEN VIEW

Once you have loaded clip(s) on player channel(s), you can select the Video Player configuration to display clips in single screen, dual split screen or quad split screen views.

To select which clip to view in single screen view, proceed as follows:

1. Load clip(s) on playback channels.
2. From the Review tab, press the **Single Screen View** button .

   The background colour of the button turns blue:
3. Press the line corresponding to the loaded clip you want to view on screen.

   The clip is displayed in single screen view:

   In the Review tab, only the line corresponding to the selected clip is displayed.
4. To go back to the list of the loaded clips and four playback channels in the Review tab, press the **Quad Split Screen View** button and then press the clip line.

   The four clips loaded on the player channels are automatically displayed on the four quarters of the screen.
5. To view another clip in single screen view, repeat steps 2 and 3.

To select which clips to view in dual split screen view, proceed as follows:

1. Load at least two clips on playback channels.
2. From the Review tab, press the **Dual Split Screen View** button .

   The background colour of the button turns blue: .
3. Press the line corresponding to one of the loaded clips you want to view on the screen.
4. Press the line corresponding to the second loaded clip you want to view on the screen.

   The clips are displayed on screen:

5. To view one of the two clips in single screen view, press the **Single Screen View** button and then the line corresponding to the loaded clip you want to view on screen.

6. To go back to the list of the loaded clips and four playback channels in the Review tab, press the **Quad Split Screen View** button and then press one clip line.

   The four clips loaded on the player channels are automatically displayed on the four quarters of the screen.

7. To view other clips in dual split screen view, repeat steps 2 to 4.

5.4.4 PLAYING CLIP(S) BACK

INTRODUCTION

Once a clip has been loaded on a player channel, it can be played back to be reviewed. Use the transport buttons:

to play the clip,

to stop the clip playback or

to go back to the first frame of the clip

When clips have been loaded in dual or quad split screen view, transport buttons apply to all the clips at the same time.

MOVING THROUGH THE MEDIA

You can move through a loaded media by using the jog wheel or jump to a specific timecode by entering a value in the TC Current field.

Moving with the Jog Wheel

Jog Wheel Display

The jog wheel displayed in the Review window can be used in three different modes.

Jog Wheel Function	Description
Jog (green cursor)	Moving the wheel to the left or to the right allows you to move in the media frame by frame. Pressing at the end of the wheel it will only move 1 frame forward or backward, depending on if you click at the right or left of the wheel.
Vari-Speed (orange cursor)	Moving the wheel to the left or to the right allows you to select a set constant speed to review the media, from 0.1 to 10 times, either backward or forward. • move the wheel to select the speed • release the wheel and the media will be played at the set speed.
Shuttle (red cursor)	Moving the wheel to the left or to the right allows the user to respectively fast rewind or fast forward within the media. When the wheel is released, the playback stops.

The jog wheel responds to movement on the screen when using touch screen and it also responds to the movements of the mouse wheel when the jog wheel has been selected.

Changing the Function of the Jog Wheel

You can change the function of the wheel from Jog to Vari-Speed then to Shuttle and then back to Jog in one of the two following ways:

- Press the **Jog Wheel** button at the right of the wheel to change the jog wheel function.

  The colour at the centre of the button reflects the selected function.

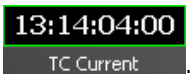
OR

- Click the cursor in the middle of the wheel. Keep it pressed for about 2 seconds and then release the wheel.

The new mode is displayed below the wheel and the colour of the Jog Wheel button has changed.

Jumping to a Specific Timecode

To jump to a specific timecode within the loaded clip limits, proceed as follows:

1. Press the TC Current field 

.

   A virtual numeric keypad is displayed:

2. Enter a timecode value (in hhmmssff format)

3. Press Enter.

   All the linked clips jump to the specific timecode.

PLAYING CLIP AUDIO DURING REVIEW

A clip can be recorded with up to 16 audio tracks. When clips are played out from the Video Player, only two audio channels will be used for the audio. These two audio channels are selected among all the audio channels associated to a recorder channel in Setup > User > Predefined Configurations > Record Setup as described in section 'How to Select Review Audio Channels' on page 19.

In dual split screen or quad split screen modes, several clips are viewed at the same time. So the users can select from which clip the audio will be played out by simply selecting the line of loaded clip. The highlighted line corresponds to the clip from which the audio is played out.

5.4.5 EDITING MEDIA

When the take has been recorded, one can imagine that the Start/In button has been pressed too late or the Stop/Out button has been pressed too early and that you missed some action you would like to keep. Thanks to the loop recording function of the EVS servers, it is possible to go back to the media and retrieve material before the IN point or after the OUT point of the recorded clip to add media to the recorded clip, provided that A/V material is still available.

HOW TO EDIT A CLIP (TC IN/OUT)

To modify the TC IN and/or the TC OUT of a recorded clip, proceed as follows:

1. Load the clip on a player channel as explained in section 5.4.3 'Loading Media' on page 54.

2. Press the **Edit Clip TC** button

.

   It becomes active and its background colour turns blue

.

   In and **Out** additional buttons appear at the bottom of the Review tab:

3. To edit the IN point, move through the clip until you find the position you want to mark as new IN point.

   The **TC Current** field reflects the actual position of the cursor, after moving.

4. When the cursor is on the selected timecode, press the **In** button
.

   The modified IN point is displayed in the **TC IN** field and both **TC IN** and Duration fields are surrounded by a blue line.

5. To edit the OUT point, move through the clip until you find the position you want to mark as new OUT point.

   The **TC Current** field reflects the actual position of the cursor, after moving.

6. When the cursor is on the selected timecode, press the **Out** button
.

   The modified OUT point is displayed in the **TC OUT** field and this field is surrounded by a blue line.

7. Press the **Edit Clip TC** button

to save the changes.

   A dialog box opens and asks whether you want to apply the changes.

8. Press
.

In case the edited take had not yet been saved before editing, you will not be able to save the changes.

In case the edited take had been saved but not transferred before editing, updated clips replace the original ones when the **Edit Clip TC** button is pressed and the take number remains unchanged.

In case the edited take had been transferred before editing, updated clips are saved as new clips when the **Edit Clip TC** button is pressed. So the original clips are not overwritten or deleted. The new clips are saved with a new take number.

Important

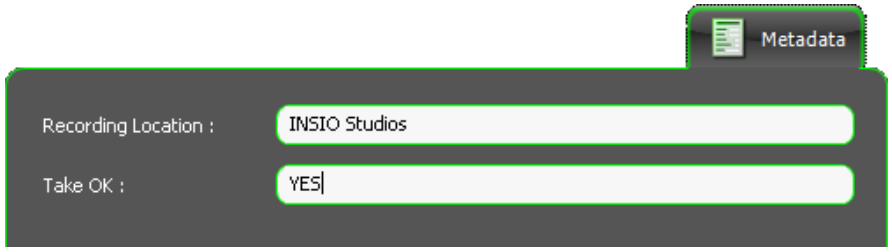
If the edited take is not the last recorded one, e.g. take 1 to 5 exist and take 2 is edited, updated clips will be saved under take number 6.

Pay attention that there is no way to see on which original clips updated clips are based.

5.5 ASSIGNING METADATA

The Metadata tab displays the user fields defined in Setup > User > Metadata. It makes it possible to view and modify the metadata values related to the take.

You can enter metadata values once recording has started or modify them while recording, or, later on, for a take selected in the left Clip List tab.



Metadata values entered for a clip are automatically assigned to all the clips from the take.

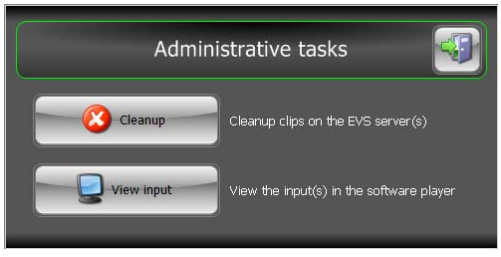
5.6 VIEWING RECORD TRAINS

Record trains can be loaded on playback channels and viewed on the Video Player, such as the recorded clips.

To load and view record trains, proceed as follows:

1. Press the Administrative Tasks button in the upper left corner of the Record/Review window.

   The Administrative Tasks dialog box opens.



2. Press the View Input button. It becomes active:

3. Press the Exit button to exit the window.

4. Load the trains on playback channels in the same way as the loading of clips.

   Load the trains one by one by selecting the camera/recorder channel line in the Record tab, then the playback channel line in the Review tab and finally press the **Load Input** button .

5. Load the trains on preset of playback channels by pressing the **Presets** button and selecting a Preset configuration from the list.

   Trains are loaded on the playback channels from the Preset configuration.

6. You can unload a train by selecting the line in the Review tab and pressing the **Unload Input** button.

6. Transferring Media

6.1 INTRODUCTION

Recorded clips, once saved on EVS server, can be sent to predefined transfer destinations, which can be local drives, fixed, removable or shared drives, EVS archiving/storage solutions,...

Clip transfer to predefined destinations may occur after each take is recorded or at the end of a recording session. An automatic transfer mode can also be activated.

Information on the transfer job status is permanently available from the Transfer Status window at the bottom of the screen. In addition, clips can be filtered based on their transfer status from the Clip List tabs.

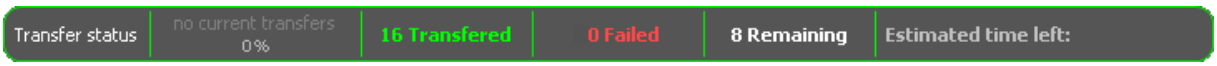
When initiated, transfer tasks are performed in the background without interfering with the operator's other duties or with the functionality of the recording server. The transfer progress can be monitored within INSIO.

6.2 USER INTERFACE

6.2.1 OVERVIEW OF TRANSFER STATUS WINDOWS

The Transfer Status window can be displayed in two forms: condensed or expanded. It gives information on the status of the different transfer jobs which have been requested during the session.

OVERVIEW OF THE CONDENSED TRANSFER STATUS WINDOW



The condensed Transfer Status window is permanently present at the bottom of the INSIO window. It cannot be customized.

The following information is displayed:

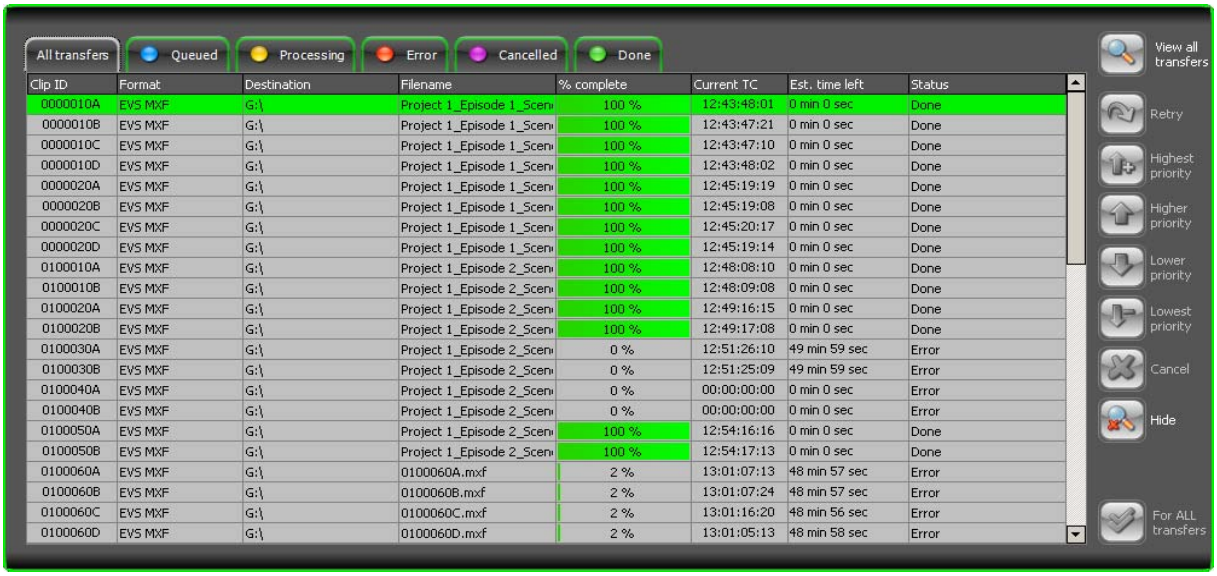
Item	Description
Current Transfer	Number of current transfer jobs and percentage of completion for the current transfer.
# Transferred	Number of successful transfer jobs for the active session.
# Failed	Number of failed transfer jobs for the active session.
# Remaining	Number of remaining transfer jobs in the queue.

Item	Description
Estimated Time Left	Estimation of the remaining time needed to complete all the required transfer jobs.

OVERVIEW OF THE EXPANDED TRANSFER STATUS WINDOW

The expanded Transfer Status window can be accessed and exited by clicking in the condensed Transfer Status window.

It is displayed above the condensed Transfer Status window and the different transfer statuses are presented into different tabs.



Clip ID	Format	Destination	Filename	% complete	Current TC	Est. time left	Status
0000010A	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:43:48:01	0 min 0 sec	Done
0000010B	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:43:47:21	0 min 0 sec	Done
0000010C	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:43:47:10	0 min 0 sec	Done
0000010D	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:43:48:02	0 min 0 sec	Done
0000020A	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:45:19:19	0 min 0 sec	Done
0000020B	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:45:19:08	0 min 0 sec	Done
0000020C	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:45:20:17	0 min 0 sec	Done
0000020D	EVS MXF	G:\	Project 1_Episode 1_Scen	100 %	12:45:19:14	0 min 0 sec	Done
0100010A	EVS MXF	G:\	Project 1_Episode 2_Scen	100 %	12:48:08:10	0 min 0 sec	Done
0100010B	EVS MXF	G:\	Project 1_Episode 2_Scen	100 %	12:48:09:08	0 min 0 sec	Done
0100020A	EVS MXF	G:\	Project 1_Episode 2_Scen	100 %	12:49:16:15	0 min 0 sec	Done
0100020B	EVS MXF	G:\	Project 1_Episode 2_Scen	100 %	12:49:17:08	0 min 0 sec	Done
0100030A	EVS MXF	G:\	Project 1_Episode 2_Scen	0 %	12:51:26:10	49 min 59 sec	Error
0100030B	EVS MXF	G:\	Project 1_Episode 2_Scen	0 %	12:51:25:09	49 min 59 sec	Error
0100040A	EVS MXF	G:\	Project 1_Episode 2_Scen	0 %	00:00:00:00	0 min 0 sec	Error
0100040B	EVS MXF	G:\	Project 1_Episode 2_Scen	0 %	00:00:00:00	0 min 0 sec	Error
0100050A	EVS MXF	G:\	Project 1_Episode 2_Scen	100 %	12:54:16:16	0 min 0 sec	Done
0100050B	EVS MXF	G:\	Project 1_Episode 2_Scen	100 %	12:54:17:13	0 min 0 sec	Done
0100060A	EVS MXF	G:\	0100060A.mxf	2 %	13:01:07:13	48 min 57 sec	Error
0100060B	EVS MXF	G:\	0100060B.mxf	2 %	13:01:07:24	48 min 57 sec	Error
0100060C	EVS MXF	G:\	0100060C.mxf	2 %	13:01:16:20	48 min 56 sec	Error
0100060D	EVS MXF	G:\	0100060D.mxf	2 %	13:01:05:13	48 min 58 sec	Error

Transfer Job Status Information

Each tab provides the following information for each of the transfer jobs from the active session:

Column Header	Description
Clip ID	ID of the clip on the server.
Format	File format in which the transferred file will be generated.
Destination	Identification of the transfer destination as defined in Setup > User > Predefined Configurations. Refer to section ‘Format, Name and Destination Tab’ on page 13.
Filename	Filename given to the file transferred to the selected destination. The filename is user-defined as described in Setup > User > Predefined Configurations. Refer to section ‘Format, Name and Destination Tab’ on page 13.
% Complete	Percentage of completion for the transfer of each clip.

Column Header	Description
Current TC	In stream mode, timecode corresponding to the progress status of the transfer.
Est. Time Left	Estimated remaining time to complete each transfer job.
Status	Status of the transfer job for each clip: queued, processing, error, cancelled or done.

Transfer Job Status Buttons

The different buttons available on the right of the expanded Transfer Status window are or are not active, depending on the transfer tab which is displayed.

See All the Transfers button: in addition to the transfers from the current recording session, displays transfers still pending from a previous recording session. This button is available only from the Record / Review window.

See the Transfers from Current Session button: after the See All the Transfers button has previously been activated, this one only displays transfers from the current recording session.

Retry Transfer button: re-starts the selected transfer job which had transfer error status.

Highest Priority button: moves the selected transfer job to the first place in the queue.

Higher Priority button: moves the selected transfer job at the previous place in the queue.

Lower Priority button: moves the selected transfer job at the next place in the queue.

Lowest Priority button: moves the selected transfer job to the last place in the queue.

Cancel Request button: Cancel the selected transfer job, if not yet done.

Hide button: Hide the transfer job status selected in the Done tab.

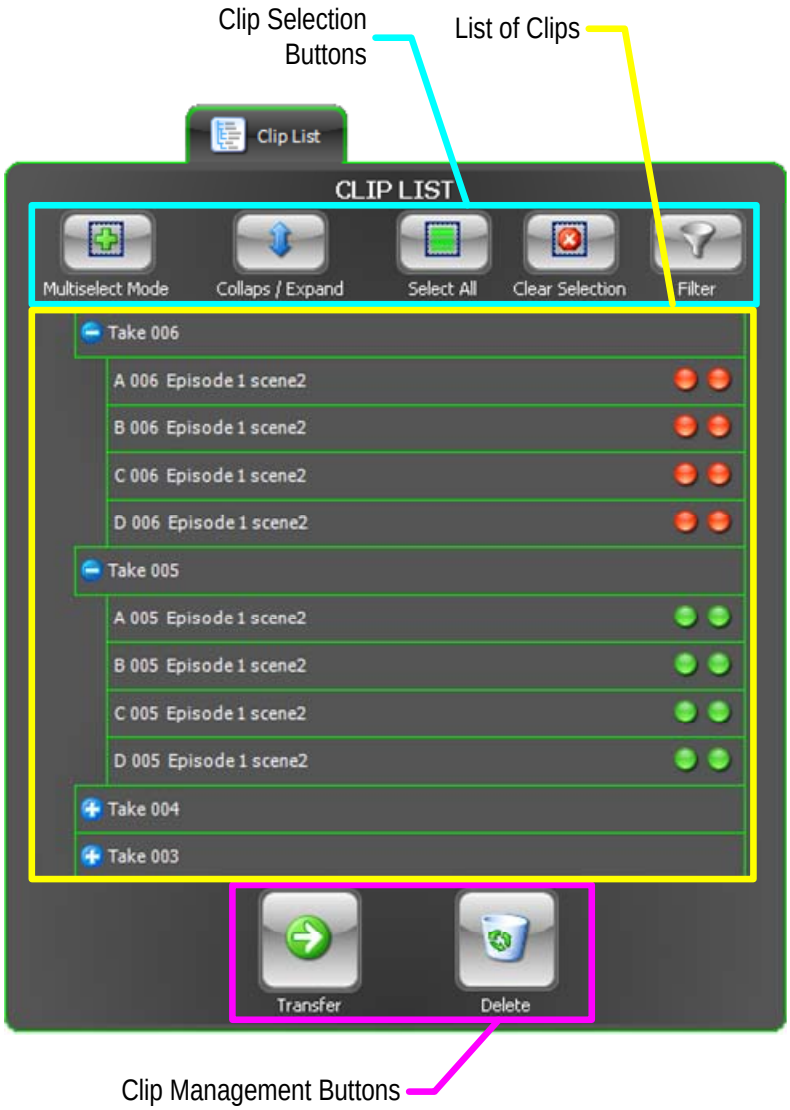
For All Transfers button: allows the Retry, Cancel or Hide actions to be performed for all the jobs displayed in the selected tab. When activated, the background colour turns red and the Retry Transfer button, the Cancel Request button and the Hide button are surrounded by a red line.

6.2.2 OVERVIEW OF THE CLIP LIST TABS

Two Clip List tabs, available from the Record/Review window, display the list of saved available clips with information on the transfer status of each clip. They provide buttons for multiselection of clips to be transferred as well as filter to sort clips on their transfer status. They can also be used for the selection of clips to be loaded on a player channel.

Both Left Clip List tab and Right Clip List tab display identical information.

The Right tab is intended to be used with the Record tab while the Left tab is intended to be used with the Review tab.



Clip Selection Buttons

A series of buttons allows the selection of several clips for transfer to predefined destinations.

List of clips

This area displays the list of all the scenes, takes and clips, for the episode displayed in the Episode/Program field. When transfer has been initialised, a coloured icon is displayed at the end of each line and gives direct information on the transfer job status.

Clip Management Buttons

Transfer button: initiates the transfer of the selected clip(s).

Delete button: delete the selected clip(s).

6.3 TRANSFER MODES

The transfer function can be performed manually by the operator or automatically if the Auto Transfer mode has been activated. In both cases, clips will be transferred to the transfer destination(s) defined in Setup > User > Predefined Configurations > Format, Name & Destination.

The ability to transfer clips must be enabled in Setup > User > General > Clip Options. Otherwise, transfer buttons are dimmed.

6.3.1 AUTOMATIC TRANSFER

The automatic transfer can only be performed from the Record tab, just after the saving of a recorded clip.

The Automatic Transfer mode can be activated by pressing the Auto Transfer button in the Record tab of the Record/Review window before or during the recording of a take.

The background colour of the Auto Transfer button turns blue

and an 'Auto' flag is present on the top of the Transfer button when the Auto Transfer mode is activated:

The button can be deactivated by pressing it again. The background colour of the Auto Transfer button turns then grey and the 'Auto' flag is removed from the top of the Transfer button.

With the Auto Transfer mode activated, the linked clips of a recorded take will automatically be transferred to the predefined transfer destination(s) as soon as

they are saved. Refer to section 5.3.3 ‘Recording a Take’ on page 48 for more information.

6.3.2 MANUAL TRANSFER

Manuel transfer of clips can occur at different times:

- just after the recording and manual or automatic saving of a clip. This is performed from the Record tab, for all the clips saved from a take, when the Automatic Transfer mode is not activated.
- when reviewing a recorded clip. This is performed from the Review tab, for the single selected clip.
- at any times, by selecting clips in one of the Clip List tabs. In this case, multiple clips can be selected.

Therefore, a Transfer button is present on the four tabs of the Record/Review window. The operator will have to press the Transfer button to initialise the transfer of clips to predefined transfer destinations.

MANUAL TRANSFER OF JUST RECORDED CLIPS

When a take has just been recorded and saved, as described in section 5.3.3 ‘Recording a Take’ on page 48, it can be transferred to the predefined transfer destination(s) by pressing the Transfer button at the bottom of the Record tab.

The clips saved for the selected take will then be transferred.

MANUAL TRANSFER OF A CLIP DURING REVIEW

When a clip has been loaded on a playback channel for review, as described in section 5.4.3 ‘Loading Media’ on page 54, it can be transferred to the transfer destination(s) by pressing the Transfer button at the bottom of the Review tab.

Only the selected (highlighted) clip will then be transferred.

MANUAL TRANSFER OF ONE OR SEVERAL CLIPS AT THE END OF A RECORDING SESSION

Clips are not always transferred just after their recording but can be transferred at once after a recording session or at the end of the day. This can be performed from one of the two Clip List tabs.

You can select a single clip or multiple clips to be transferred. You can also select the line corresponding to a take or a scene, so, the clips from the entire take or scene will be respectively transferred.

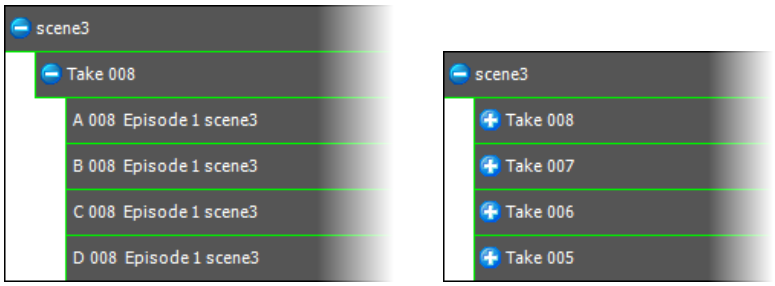
Selecting Clips from the Clip List Tabs

Clips View

The list of scenes or takes can be displayed in a collapsed or expanded view to facilitate the selection of clips.

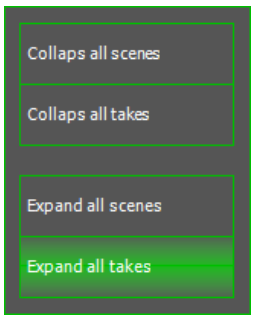
- The Scene view can be expanded to show its takes by pressing the button or collapsed by pressing the button.

In the same way, the Take view can be expanded to show its clips by pressing the button or collapsed by pressing the button.



- The **Collapse/Expand** button

can be pressed to display a contextual menu with the following options:



Clips Selection

The selection of clips from the Clip List tabs can be performed in different ways:

- to select a single clip, press the corresponding line in the Clip List
- to select all the clips from the list, press the **Select All** button

- to select all the clips from one take, select the take line.
- to select all the clips from one scene, select the scene line.
- to select multiple elements

- click the **Multiselect Mode** button,

  The background button turns blue when it is active.

- press lines to select clips.

  Clicking on a Scene line selects all the takes and clips from this scene. Clicking on a Take line selects all the clips from this take.

- to clear the selection, click the **Clear Selection** button.

How to Manually Transfer Clips from a Clip List Tab

To manually transfer one or several clip(s) from a Clip List tab, proceed as follows:

1. Open one of the Clip List tab.
2. Select the clips you want to transfer.

   Selected clips become highlighted.
3. Click the **Transfer** button on the Clip List tab.

The clips are transferred in the order they are displayed in the extended Transfer Status window.

6.4 TRANSFER STATUS

6.4.1 TRANSFER COLOUR CODE

Five job transfer status have been defined and are represented by different coloured icons as follows:

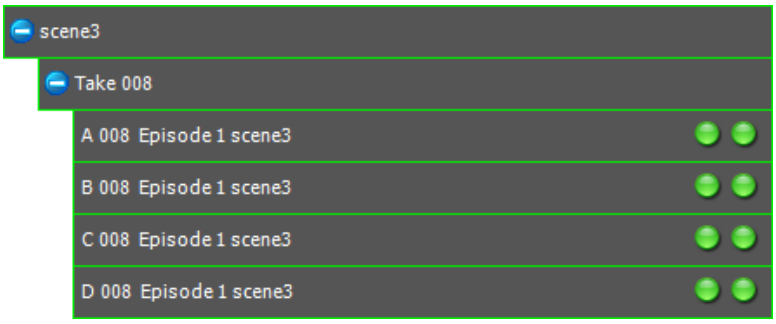
- Queued: blue
- Processing: yellow
- Error: red
- Cancelled: pink
- Done: green

Information on the transfer status is available from different areas:

- in the Expanded Transfer Status window, various tabs display the list of clips with different transfer status.

Refer to section ‘Overview of the Expanded Transfer Status window’ on page 69.

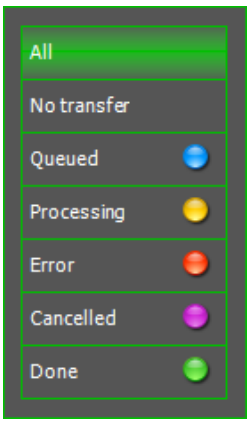
- in the Clip List tabs, coloured icons are displayed at the end of each line. In case two destinations have been defined in **Setup > User > Predefined Configurations > Format, Name & Destination**, two icons will be displayed in the Clip List.



- in the Clip List tabs, the **Filter** button

allows you to filter on a specific transfer status.

  Pressing this button displays a contextual menu with different options allowing the filters to be applied on the transfer job status.



The table below describes the different options:

Option	Description
All	Returns the list of all the clips with the coloured icon corresponding to the transfer status of each of them.
No Transfer	Returns the list of all the clips for which transfer has not been requested yet.
Queued (Blue)	Returns the list of all the clips for which a transfer has been requested and which are still pending. The list is reduced as fast as transfer jobs are done.
Processing (Yellow)	Returns the clips which are being transferred.
Error (Red)	Returns the list of all the clips for which the transfer has failed.
Cancelled (Pink)	Returns the list of all the clips for which the transfer has been cancelled.

Option	Description
Done (Green)	Returns the list of all the clips for which the transfer has been completed. The list is growing as fast as transfer jobs are done.

6.4.2 FAILED TRANSFERS

When transfer jobs have failed, you can initiate a new transfer attempt from one of the two Clip List tabs by selecting Error from the Filter contextual menu of the Clip List tab, selecting all the clips and then press the Transfer button.

7. Cleaning Up the System and Deleting Media

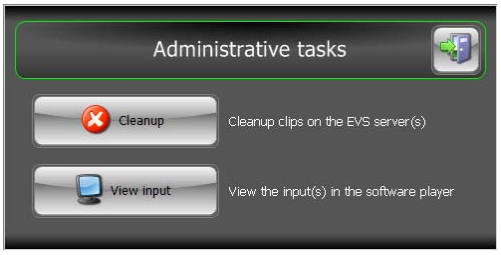
7.1 INTRODUCTION

When the clips that you want to keep have been transferred and you are sure that you do not need them anymore on the server, you can delete them from the server.

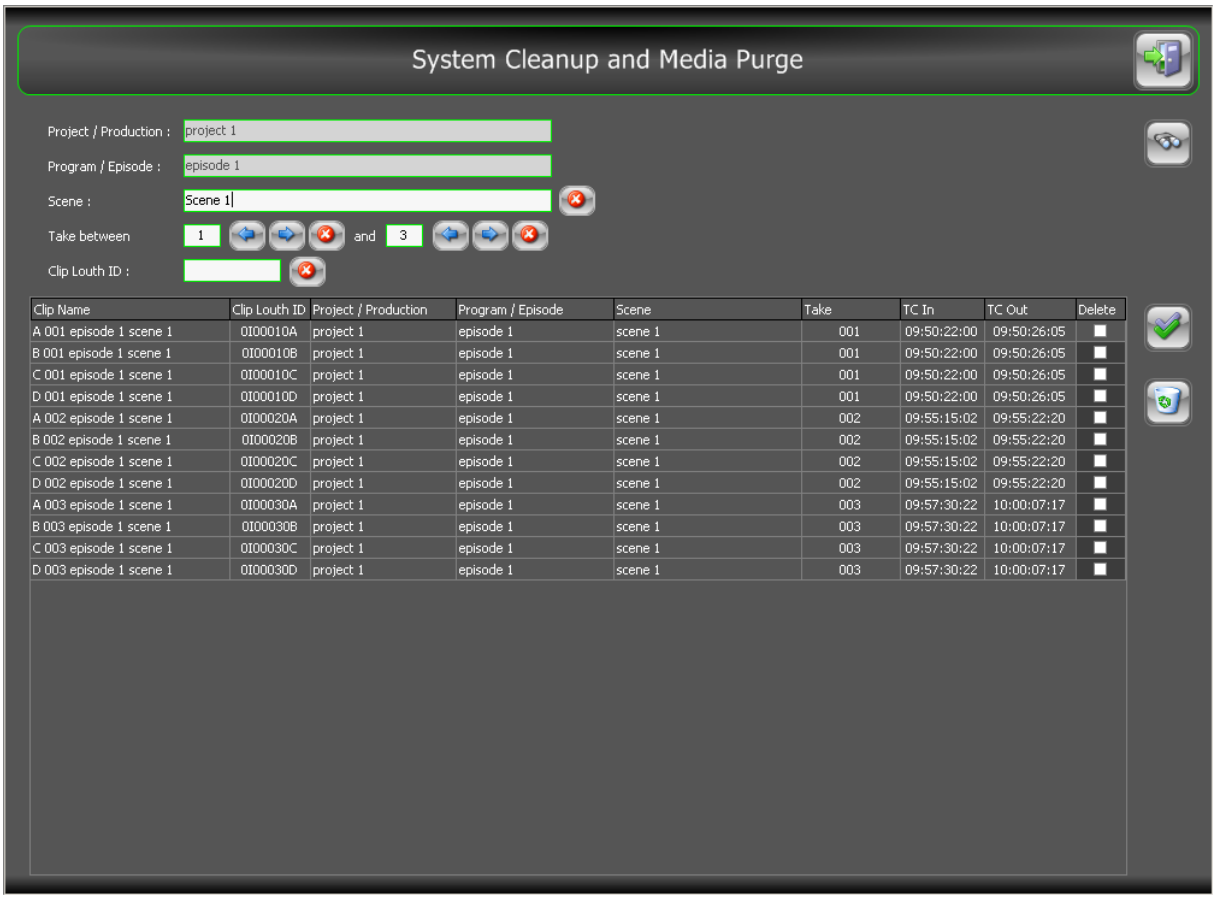
7.2 OVERVIEW OF THE CLEANUP WINDOW

The System Cleanup and Media Purge window can be accessed by pressing the Administrative Tasks button in the upper left corner of the Record/Review window.

Then, when the Administrative Tasks dialog box opens, press the Cleanup button.



You are only allowed to delete media for the episode which was selected in the Record/Review window.



Clip Name	Clip Louth ID	Project / Production	Program / Episode	Scene	Take	TC In	TC Out	Delete
A 001 episode 1 scene 1	0I00010A	project 1	episode 1	scene 1	001	09:50:22:00	09:50:26:05	
B 001 episode 1 scene 1	0I00010B	project 1	episode 1	scene 1	001	09:50:22:00	09:50:26:05	
C 001 episode 1 scene 1	0I00010C	project 1	episode 1	scene 1	001	09:50:22:00	09:50:26:05	
D 001 episode 1 scene 1	0I00010D	project 1	episode 1	scene 1	001	09:50:22:00	09:50:26:05	
A 002 episode 1 scene 1	0I00020A	project 1	episode 1	scene 1	002	09:55:15:02	09:55:22:20	
B 002 episode 1 scene 1	0I00020B	project 1	episode 1	scene 1	002	09:55:15:02	09:55:22:20	
C 002 episode 1 scene 1	0I00020C	project 1	episode 1	scene 1	002	09:55:15:02	09:55:22:20	
D 002 episode 1 scene 1	0I00020D	project 1	episode 1	scene 1	002	09:55:15:02	09:55:22:20	
A 003 episode 1 scene 1	0I00030A	project 1	episode 1	scene 1	003	09:57:30:22	10:00:07:17	
B 003 episode 1 scene 1	0I00030B	project 1	episode 1	scene 1	003	09:57:30:22	10:00:07:17	
C 003 episode 1 scene 1	0I00030C	project 1	episode 1	scene 1	003	09:57:30:22	10:00:07:17	
D 003 episode 1 scene 1	0I00030D	project 1	episode 1	scene 1	003	09:57:30:22	10:00:07:17	

7.3 DELETING TAKES

To delete takes from an episode, proceed as follows:

1. Enter your search parameters. To do so, perform one of the following operations:
   - Enter the scene name in the **Scene** field and then enter the take numbers between which you want to delete media by using the arrows in the **Take** fields.
   - If you search for a specific clip, enter its clip louth ID.
   - To display all the clips from the episode, do not enter any criteria.
2. Press the **Search** button .
   All the clips corresponding to the search criteria are displayed in the list.
3. Select the clips you want to delete in the **Delete** column or by pressing the **Select All** button .
4. Press the **Cleanup Selected Clips** button .
5. Repeat the procedure for all the other episodes by accessing them one by one from the Program/Episode window.

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